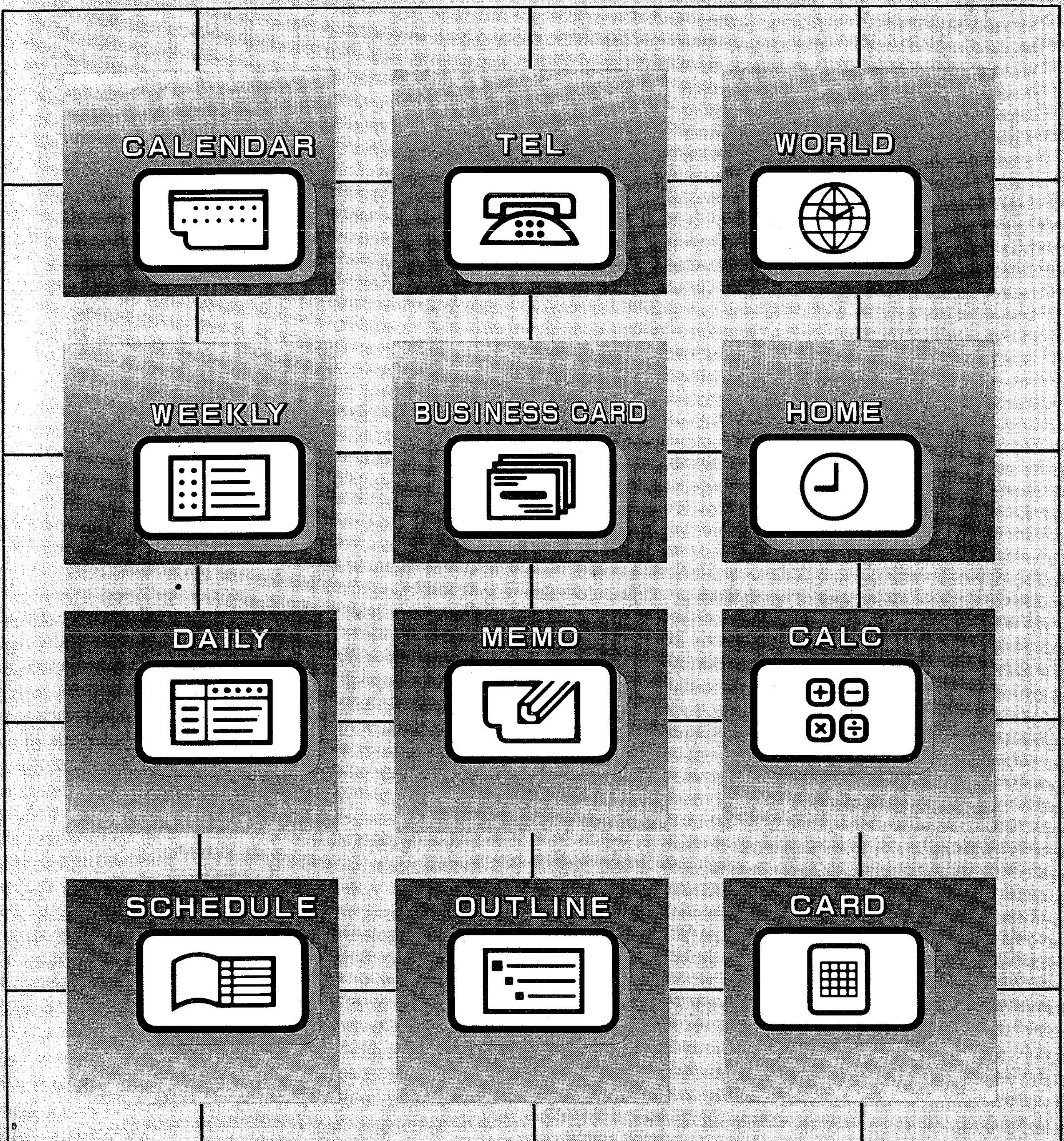
SHARP®

ELECTRONIC ORGANIZER
WIZARD

MODEL
OZ-8000
OZ-8200

OPERATION MANUAL


CALENDAR
TEL
WORLD
WEEKLY
BUSINESS CARD
HOME
DAILY
MEMO
CALC
SCHEDULE
OUTLINE
CARD

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

FOR YOUR RECORDS....
For your assistance in reporting this Electronic Organizer in case of loss or theft, please record the model number (located inside the front cover) and serial number (located on the back side of the unit) below.
Please retain this information.

Model Number ________________ Serial Number ________________

Date of Purchase________________ Place of Purchase ______________

INTRODUCTION

Congratulations on purchasing the OZ-8000/OZ-8200 Electronic Organizer. Your Electronic Organizer is complete with the following features:

- Home and World clock functions (HOME time and WORLD time)
- Calendar function
- Schedule function
- Anniversary and Period function
- Telephone function
- Business card function
- Memo function
- Outline processor function
- Calculator function
- Secret function
- Other functions
- Operations using optional peripherals

A page index to each of these features is indicated on page 3 for quick reference.
Please read this operation manual carefully to familiarize yourself with all these features of the Organizer and to ensure years of reliable operation. Also, make it a point to keep this operation manual on hand for reference.

Note: Unless otherwise specified, the text and materials in this manual apply to both models.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Features of the Organizer

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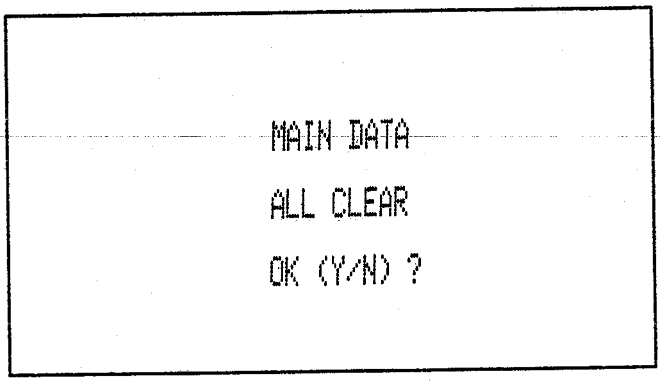
Be sure to perform the following procedure before using the Organizer for the first time. Otherwise, you may not be able to use the Organizer properly.

1. Initializing the Organizer

1 While holding the ON key at the left on the top row of the keyboard, press and release the RESET switch on the back. Do not release ON until the display as shown on the right will appear. Release ON following the display.

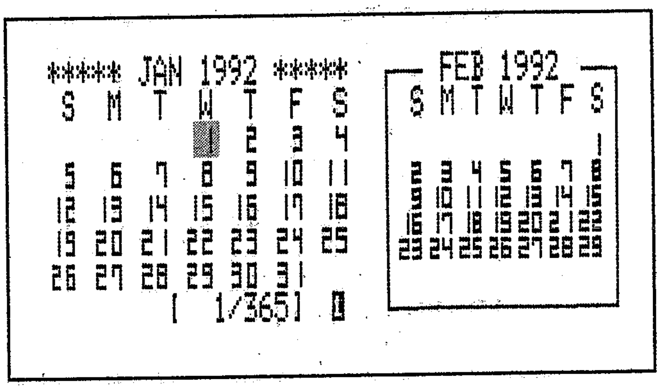


```
MAIN DATA
ALL CLEAR
OK (Y/N) ?
```

Notes:

- When pressing the RESET switch, use the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or needle).
- Depending on the case, a message "The Organizer is not initialized. . . . . CLEAR ALL MAIN memory contents." may appear. Should this message appear, proceed to the step below.

2 Press the Y key at the middle of the 5th row of the keyboard.



```
***** JAN 1992 *****
 S  M  T  W  T  F  S
          1  2  3  4
 5  6  7  8  9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31
        [  1/365]
```

```
   FEB 1992
S  M  T  W  T  F  S
                  1
2  3  4  5  6  7  8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
```

The Organizer is initialized and then the monthly calendar is displayed.

2. Setting the HOME time and date

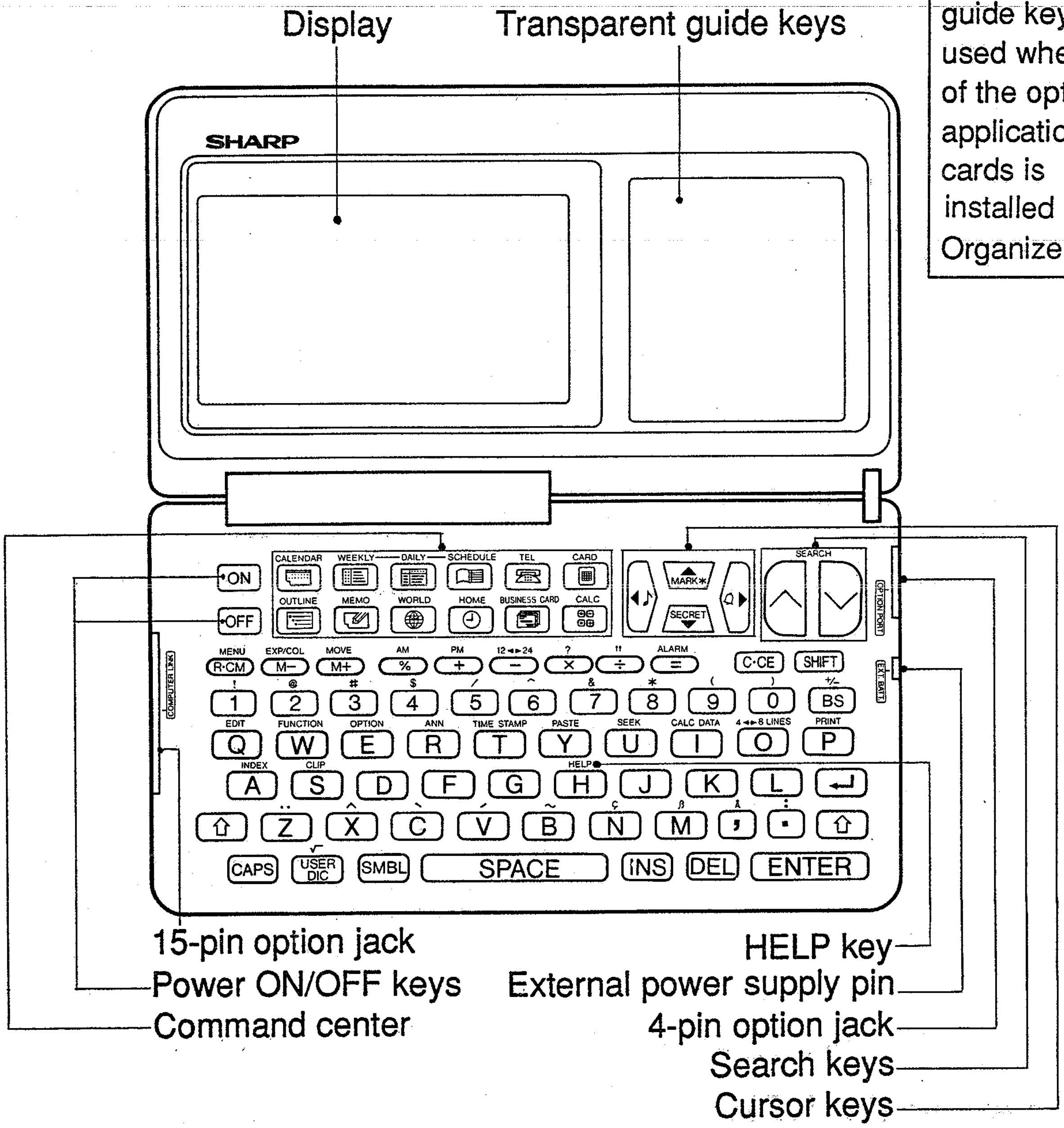
To set the HOME time and date for the HOME clock, refer to the "Setting the Home Clock" on page 30.

GETTING STARTED

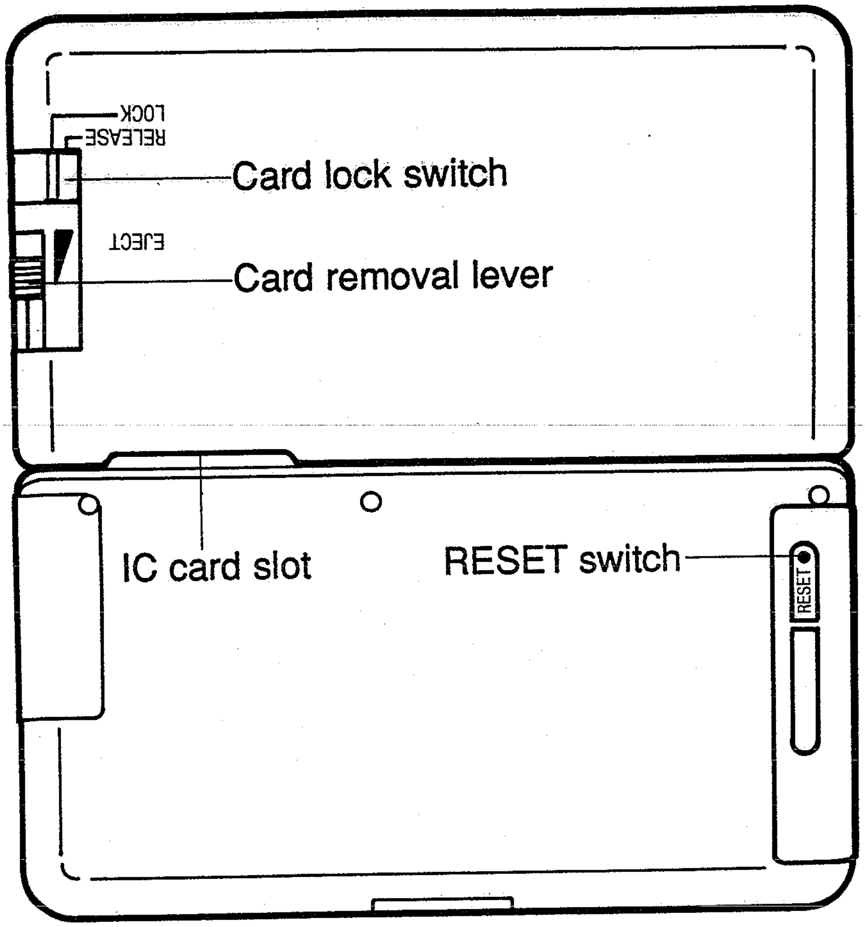
The Organizer's Display and Keyboard Layout

Note:
The transparent guide keys are used when any of the optional application IC cards is installed in the Organizer.

Front (with the case opened)


Display
Transparent guide keys
SHARP
15-pin option jack
Power ON/OFF keys
Command center
HELP key
External power supply pin
4-pin option jack
Search keys
Cursor keys

Back (with the case opened)


LOCK
RELEASE
Card lock switch
EJECT
Card removal lever
IC card slot
RESET switch
RESET

CAUTIONS:

- The protection card is nothing but a card for protection of the transparent guide keys and is not an application IC card. When any of the application IC cards is not used, be sure to install the protection card for the OZ-8000/OZ-8200, or the transparent guide keys may be damaged.
  Use of the protection card for other than the OZ-8000/OZ-8200 may also result in damage to the Organizer.
- When installing the protection card or any of the application IC cards, be sure to insert the card securely into the card slot with the surface of the card facing down and then lock the card lock switch. If the case is opened without securing the card, the Organizer or the card may be damaged. When the card lock switch is in the "RELEASE" position, the power will not turn on.

Display Symbols

One or more of the following symbols may be displayed at the bottom line of the display to indicate various operating parameters and conditions:

BATT	This symbol appears when the operating battery level is low and the batteries require replacement.
CARD	Indicates that the optional IC card can be operated.
EDIT	The entry on the display may be edited.
SHIFT	SHIFT has been pressed.
CAPS	Uppercase letters can be typed in. (To type in lowercase letters, turn "CAPS" off by pressing CAPS.)
*	The data appearing on the display is secret data accessible only by an appropriate password.
S	The secret function is in effect. (Secret data cannot be recalled without the password.)
♪	A "beep" will sound when a key is pressed. (To disable this function, press SHIFT ♪.)
🔔	Any alarms stored will sound at the set time.
↑ ↓ ← →	There is more data which is not on the display. The data can be displayed by pressing ▲, ▼, ◀, or ▶.

Note: In this manual, these symbols will be indicated only when necessary for illustration purposes.

Key Notation Conventions

In this manual, the following notations are used for key operations and functions.

Key	Notation	Convention
CALENDAR	CALENDAR	Keys with only one function always appear in the manual with the function enclosed in a box.
▲ MARK∗ AM %	▲ or SHIFT MARK∗ % or AM	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed. For example, ▲ MARK∗ will sometimes appear as SHIFT MARK∗ and sometimes as ▲.
INDEX A	A or SHIFT INDEX	Alphabetic keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
L 7	L 7	Alphabetic or number keys are notated only with unboxed letters or numbers.

Distinguishing between "O" and "0"

Zero is indicated as "Ø" on the display and also in this manual so as not to confuse it with letter "O".

The SHIFT key

This key is used to activate any of the specific functions indicated in blue on the keyboard. To perform a specific function, press SHIFT and then the specific function key (for example, to ALARM to set the alarm function). In this manual, a key operation using SHIFT is described as follows:

Note: You do not need to hold this key down. Simply press it once, and then press the blue function key of your choice.

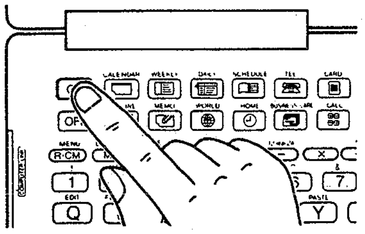
Example: HELP H key
To type in letter "H" : H
To use the HELP function: SHIFT HELP
(meaning that SHIFT must be pressed followed by letter "H")

The ⇧ key

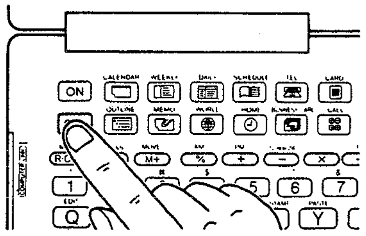
The Organizer has two ⇧ keys as well. These keys are mainly used to select Uppercase or Lowercase mode for alphabetical entries and other purposes. When these keys appear in this manual, it means press any other key while holding down this key.

Turning the Power On and Off

Pressing ON turns the power on. Pressing OFF turns the power off.



Power On



Power Off

Note: When the card lock switch is in the "RELEASE" position, the Organizer will not turn on. Before pressing ON, confirm that the card lock switch has been locked.

AUTO POWER OFF function

When none of the keys have been pressed for approximately 6 minutes, the Organizer automatically turns the power off to save the batteries. Press ON to turn on the power again.

CAUTION: If the Organizer automatically turns the power off during the input of an entry, the entry will not be stored.

Command Center

The 12 keys on the top two rows of the keyboard next to ON and OFF are called the Command Center. Just press the key that is labeled with the function you need. These built-in functions are:

CALENDAR
WEEKLY
DAILY
SCHEDULE
TEL
CARD
OUTLINE
MEMO
WORLD
HOME
BUSINESS CARD
CALC

Turning the "Beep" On and Off

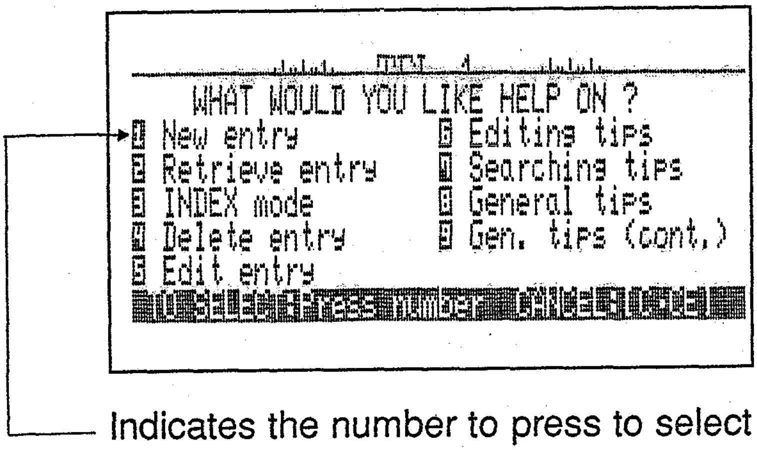
While the symbol "♪" is lit, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press SHIFT ♪. The "beep" will not sound after the symbol "♪" goes off. To turn the "beep" back on, repeat the process.

HELP Function

While using any of the major functions, you can call up step by step instructions on the display by pressing SHIFT HELP .

Example: To display the HELP screen for the Telephone function

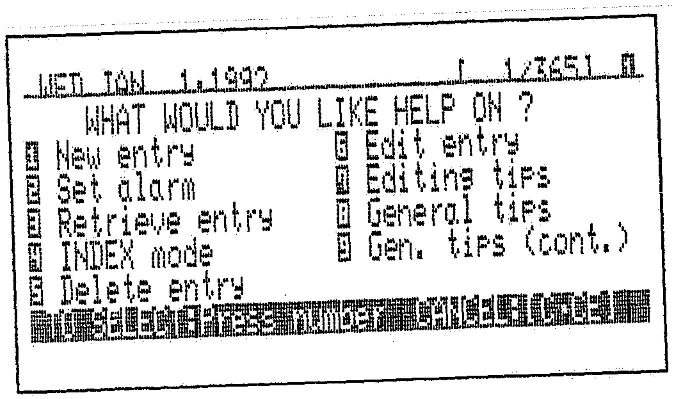
1. Press TEL to select the Telephone function.
2. Press SHIFT HELP and the Telephone function help screen menu will be displayed.


WHAT WOULD YOU LIKE HELP ON ?
1 New entry
2 Retrieve entry
3 INDEX mode
4 Delete entry
5 Edit entry
6 Editing tips
7 Searching tips
8 General tips
9 Gen. tips (cont.)

Indicates the number to press to select this HELP topic.

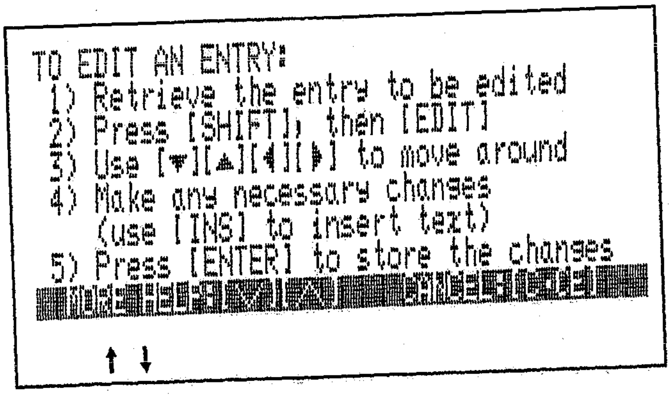
Note: The Organizer has a Help screen menu for each of the six major functions: Telephone, Schedule, Memo, Business Card, Outline Processor, and Anniversary/Period. (In the ANN/PERIOD mode, a Help menu screen is available separately for MONTH/DAY, MONTH/WEEK, and PERIOD.) You must be in one of these modes in order to use the Help function. A different Help screen menu will appear depending upon which mode you are in. For example, Help screen menus in SCHEDULE modes will look like this.

SCHEDULE Mode Help Screen Menu



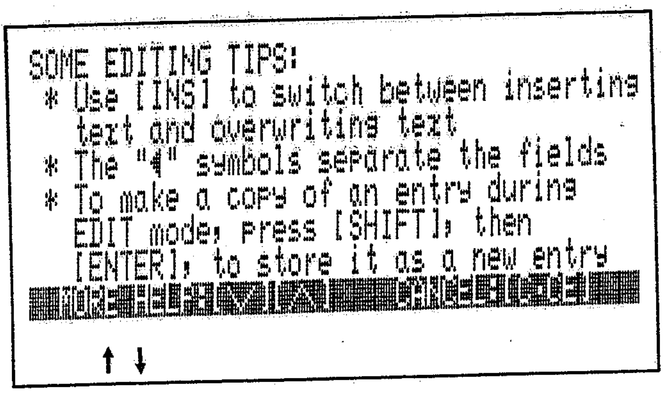
```
WED JAN  1,1992                 [  1/3651 ]
    WHAT WOULD YOU LIKE HELP ON ?
1 New entry             6 Edit entry
2 Set alarm             7 Editing tips
3 Retrieve entry        8 General tips
4 INDEX mode            9 Gen. tips (cont.)
5 Delete entry
```

3. Press the number key of the topic on which you need help (for example, 5 in this case) and the help screen for that topic will be displayed.



```
TO EDIT AN ENTRY:
 1) Retrieve the entry to be edited
 2) Press [SHIFT], then [EDIT]
 3) Use [▼][▲][◀][▶] to move around
 4) Make any necessary changes
    (use [INS] to insert text)
 5) Press [ENTER] to store the changes
```

4. If you want to display a help screen for another topic, press [V] to view the next help screen or [Λ] to view the previous help screen. (TEL help screen 6 is shown.)



```
SOME EDITING TIPS:
 * Use [INS] to switch between inserting
   text and overwriting text
 * The "¶" symbols separate the fields
 * To make a copy of an entry during
   EDIT mode, press [SHIFT], then
   [ENTER], to store it as a new entry
```

If you wish, you may press [C·CE] to return to the main help menu and select another topic.

5. To return to the TEL mode input screen, press [C·CE] twice. If you want to return to the original screen from the main help menu, press [C·CE] once.

Note: A help screen can be displayed when the message "✱PRESS [SHIFT] THEN [HELP] FOR GUIDANCE✱" appears on the screen or while data is being input, retrieved, or corrected. The contents of any help screens cannot be used as data for the Organizer.
A help screen can also be displayed while the protection card is inserted in the Organizer as follows:
First, press the [CARD] key. Then, press the transparent guide key for any of the six modes and the same help screen menu as when [SHIFT] [HELP] is pressed for that mode will appear.
You can then select a topic and view each help screen. These help screens are exactly the same as the help screens obtained by pressing [SHIFT] [HELP]. This ability to view these screens by pressing [CARD] is for the benefit of a new user who wishes to see all the help screens without using the Organizer. If an optional IC card is installed, this second method of calling the help screens will be disabled. The normal method ([SHIFT] [HELP]) will always be available.

BASIC ENTRY PROCEDURES

This chapter will discuss basic entry techniques that are applicable for the six basic modes: SCHEDULE, TEL, MEMO, BUSINESS CARD, OUTLINE, and ANN (&PERIOD). Refer to the chapter on a particular function for more details about that function. Throughout this chapter, most entry techniques will be demonstrated in the MEMO mode.

Keys and Their Functions

Here is a quick look at the various commands available when entering or editing text:

Moving the Cursor:

▶ : Moves the cursor to the right.

◀ : Moves the cursor to the left.

▲ : Moves the cursor up to the previous line.

▼ : Moves the cursor down to the next line.

⇧ ◀ : Moves the cursor to the beginning of a line.*

⇧ ▶ : Moves the cursor to the end of a line.*

⇧ ▲ : Moves the cursor to the beginning of the field (during edit mode, it moves to the beginning of the entry).*

⇧ ▼ : Moves the cursor to the end of the field (during edit mode, it moves to the end of the entry).*

Deleting characters:

DEL : Deletes the character currently under the cursor.

⇧ DEL : Deletes an entire line (that contains the cursor).*

BS : Deletes the character to the left of the cursor.

Inserting text:

INS : Switches the cursor to the "insert" mode.
Pressing it again returns it to "overwrite" mode.

Other commands:

↵ : Moves the cursor to the beginning of the next line. (new line)

4◀▶8 LINES : Switches the display size to “4 lines x 30 characters”. Pressing it again returns it to “8 lines x 40 characters”.*

C·CE : Clears all the characters in the current field.

Note: All commands marked with “★” will not function while typing in a BUSINESS CARD entry.

Inputting Characters

The Organizer’s keyboard is laid out similar to a typewriter or computer. Many of the same characters found on a standard keyboard can be found on the Organizer.

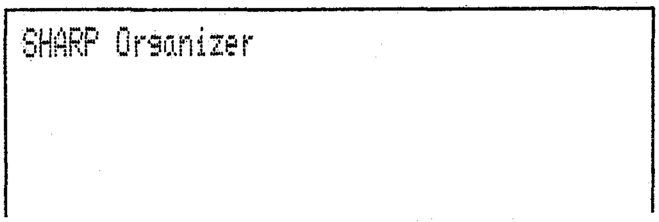
Letters (lowercase and uppercase)

Any of the standard letters (A to Z) can be entered by simply pressing the appropriate key. All letters will normally appear in “lower case”. However, you can hold down either of the ⇧ keys while pressing a letter key and the letter will appear in “uppercase”. You can also hold down a ⇧ key and press any number of letter keys to enter consecutive uppercase letters (for entries like “APEX Inc.”). The CAPS key functions as a “CAPS lock” key on a typewriter or computer. Once pressed, the word “CAPS” will appear in the display. Any letters typed while the Organizer is in “CAPS” mode will appear in “uppercase”. To switch back to normal “lowercase” mode, simply press the CAPS key again. To display “lowercase” letters while in CAPS mode, simply hold down either ⇧ key while pressing a letter key.

Note: Even if you shut off the Organizer while in CAPS mode, the Organizer will turn on with normal “lowercase” mode.

Type in "SHARP Organizer" into the MEMO function.

MEMO ⇧ SHARP
SPACE ⇧ O
RGANIZER ENTER


SHARP Organizer

Numbers

The Organizer has number keys running across the top of the standard keyboard. Regardless of the "CAPS" mode (on or off), pressing these keys will display numbers. Holding the ⇧ key followed by a number will, however, produce symbols (see below).

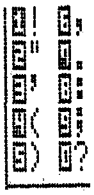
Other symbols

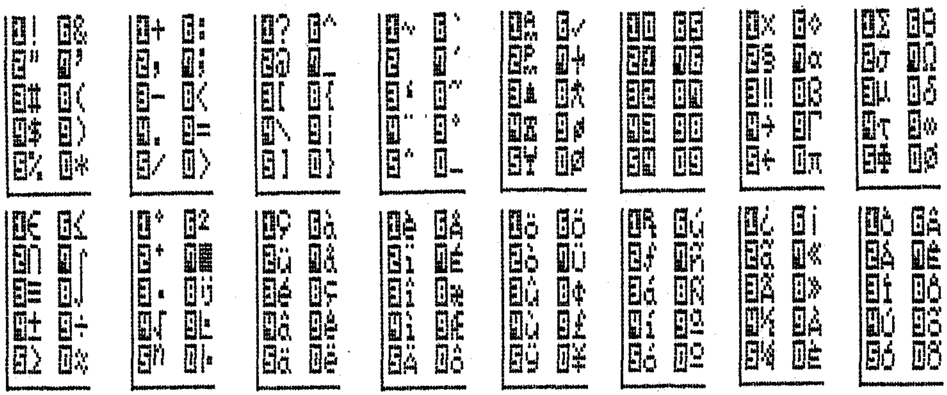
You can enter many symbols directly from the keyboard or from the Symbol key (SMBL).

* The following symbols: % + − x ÷ = . , can be entered into the Organizer by simply pressing the appropriate keys.

* The following symbols: : ? " ! @ # $ / ^ & * ( ) can be entered into the Organizer by holding down ⇧ and then pressing the appropriate keys. These symbols will appear in "white" above the appropriate keys.

* There are approximately 160 symbols available by pressing the SMBL key (some of these 160 symbols are the same as the previously mentioned symbols). When the Symbol key is pressed, a menu of 10 symbols appears:



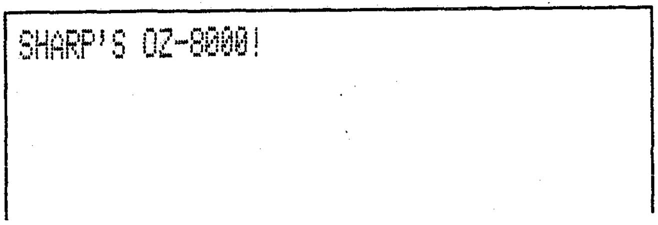


To select a symbol, simply press the number next to the desired symbol. The Organizer will then input that character into the display. The symbol menu will then disappear. If you wish to select from 10 more symbols, simply use [v] while the Symbol menu is still visible. Continue using [v] and [^] until you find the symbol you wish to use.

Note: The first symbol screen consists of the last 10 symbols you selected. Therefore, this list is constantly changing. The other symbol screens will always remain the same.

Type in "SHARP'S OZ-8000!"

[MEMO]
[CAPS] SHARP
[SMBL] [v] 7
S [SPACE]
OZ [–] 8000
[⇧] !
[ENTER]
[CAPS]


SHARP'S OZ-8000!

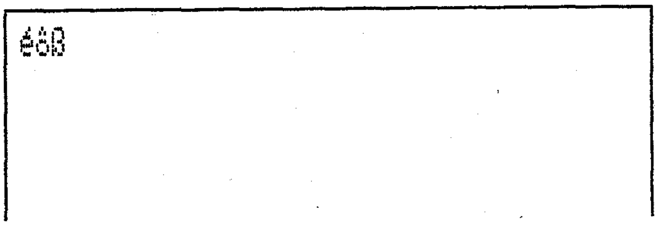
Accented character entries

Accented characters, used in many foreign languages, can be entered on the Organizer. Five accent marks (¨ ˆ ` ´ ˜) appear in blue on the last row of the standard keyboard. To use these "marks" in conjunction with another letter (for example: ñ), use [SHIFT] followed by the accent mark. Then press the letter that you wish to use with the selected accent mark.

Note: Only a few letters can be used with accent marks. You can also enter three foreign symbols: Ç ß Å directly by simply pressing [SHIFT] followed by the appropriate symbol.

Type in "é", "ô", and "ß" (Beta).

[MEMO]
[SHIFT] [´] E
[SHIFT] [^] O
[SHIFT] [ß]


éôß

Moving to a new line

Anytime you wish to begin typing text on the next line, simply press ↵. The cursor will then move to the first space of the next line. One advantage to using the new line key is that all blank spaces to the right of a new line character do not use any memory. If you were to use the space key to move to the next line, all empty spaces would count as a character in memory.

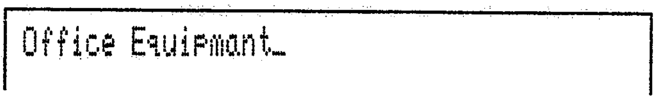
Note: The MEMO function displays entries with a "word wrap" feature. This means that any word that is split between two lines will be "displayed" on the next line. This feature only affects an entry when you are viewing it. While entering or editing an entry, the word wrap feature is disabled. If you are preparing a MEMO entry that will eventually be sent to your personal computer, you should only use the new line character at the end of a paragraph, not each line.

Making Corrections

When you begin entering (or editing) an entry, the cursor is displayed as a dash "_". As soon as you move the cursor back over existing text, the cursor will be displayed as a flashing black rectangle. This indicates that you are in the "overwrite" mode and that any character you type in now will replace the existing character under the flashing cursor. You can insert text by switching to the "insert" mode. Simply press INS and the cursor will change to a flashing cursor. This indicates that any character you type now will be inserted in front of the existing character under the flashing cursor. To return to the "overwrite" mode, simply press INS again.

Overwriting existing text

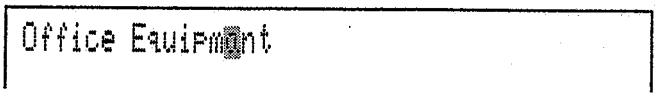
During an entry, you can go back and type over a misspelled word by moving the flashing rectangular cursor over the incorrect character. For example, while making the new entry "Office Equipmant", you can correct the misspelled word you just typed.



Office Equipmant_

1. First move the cursor back over the letter to be corrected.

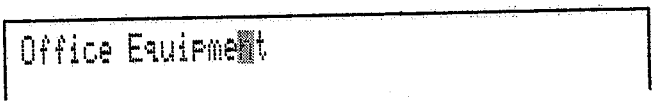
◄ ◄ ◄



Office Equipmant

2. Next, type in the new character to replace the old one.

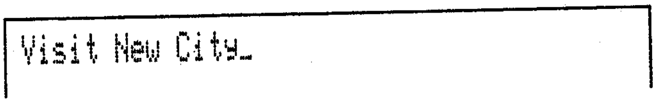
E


Office Equipment

Notice entering “e” replaces the incorrect “a”. Also note that as soon as you entered the “e”, the cursor moved to the next character “n”.

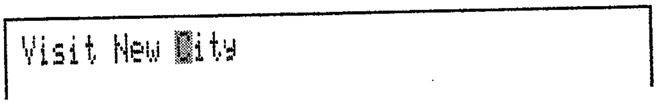
Inserting text

Many times you will wish to insert characters, rather than overwrite existing ones. You can insert either a few characters or an entire line. Simply press INS, and move the flashing triangle cursor to the character you wish to insert in front of. Begin typing, and the Organizer will insert your new characters in front of the existing character that is under the cursor. You can insert as many new characters as you like in front of the same existing character. For example, while making the entry “Visit New City” you may wish to go back and insert a word.


Visit New City_

1. First Move the cursor back over the letter you wish to insert in front of.

◄ ◄ ◄ ◄


Visit New City

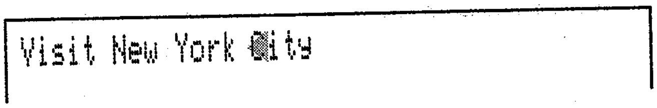
2. Next, press INS and type in the character(s) you wish to insert.

INS

⇧ Y

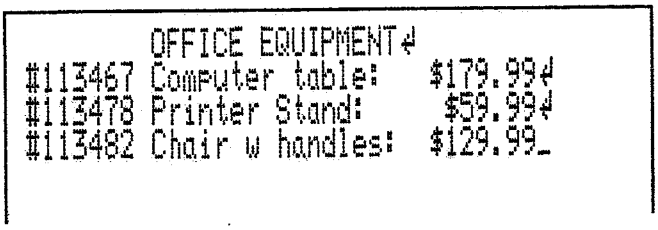
ORK

SPACE


Visit New York City

Notice that the cursor remains on the letter “C” so that you can continue to add text if you wish. To continue with the entry, simply use ► to move the cursor back to the end of the entry.

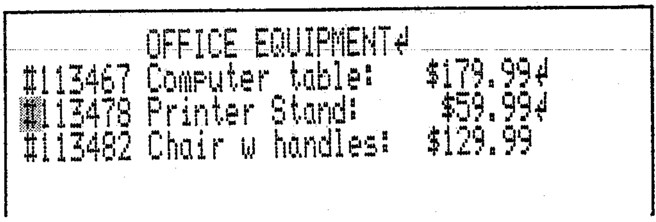
You can also insert an entire line. For example, you may be entering a price list and then realize that you need to insert an item:



```
          OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113478 Printer Stand:     $59.99↵
#113482 Chair w handles:  $129.99_
```

1. Move the cursor to the beginning of the line you need to insert text in front of.

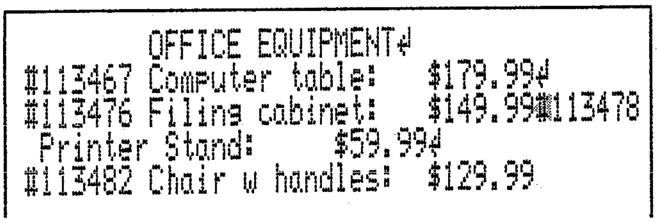
⇧ ◄
▲



```
          OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113478 Printer Stand:     $59.99↵
#113482 Chair w handles:  $129.99
```

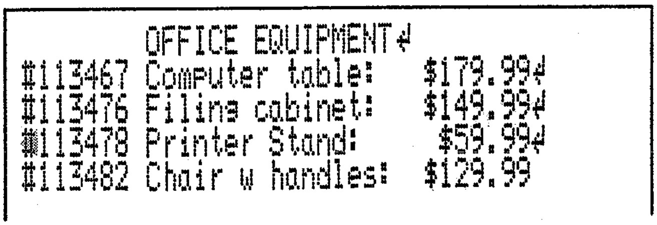
2. Press INS and begin typing the new item's information.

INS
⇧ #
113476 SPACE
⇧ F
ILING SPACE CABINET
⇧ :
SPACE SPACE
⇧ $
149.99



```
          OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113476 Filing cabinet:   $149.99#113478
 Printer Stand:     $59.99↵
#113482 Chair w handles:  $129.99
```

3. Finally, press ↵ to move all the remaining text to the next line.



```
          OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113476 Filing cabinet:   $149.99↵
#113478 Printer Stand:     $59.99↵
#113482 Chair w handles:  $129.99
```

To insert an empty line (for easier viewing) simply repeat the steps above except don't type in any new product information. Simply press INS and then ↵.

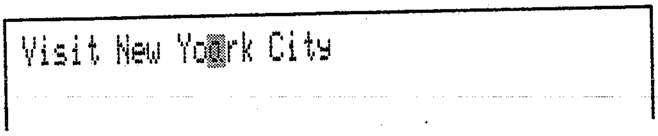
Note: If you like to place empty lines between fields in the TEL function, be sure not to place new line characters at the beginning of the "number" field. This is because the INDEX view of the TEL mode displays the first line of the "number" field, and a new line character would not be displayed.

Deleting text

You can delete individual characters or an entire line of text. Simply move the cursor over the character you wish to delete and press DEL . The character directly under the cursor will be deleted and all characters to the right of the cursor will shift to the left one space. If you continue to hold down the DEL key, the Organizer will continue to delete characters one by one. For example, you may need to delete a character form the new entry "Visit New Yoark City".

1. Move the cursor over the unwanted character.

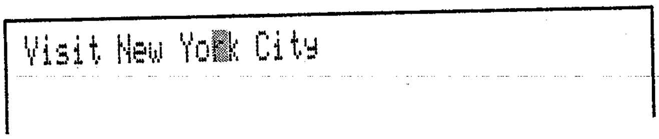
◄ (8 times)



```
Visit New Yo█rk City
```

2. Press DEL to delete the character. Notice that all the characters to the right of the cursor shift to the left by one space.

DEL



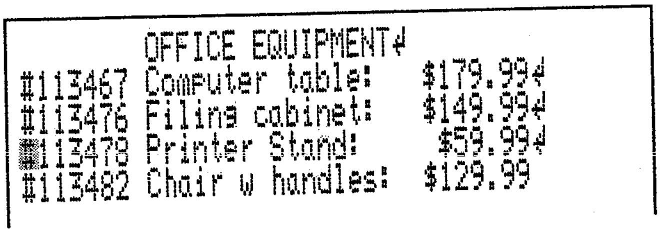
```
Visit New Yo█k City
```

To delete an entire line of text, simply move the cursor to the line you wish to delete, and press ⇧ DEL .

1. Move the cursor to the unwanted line.

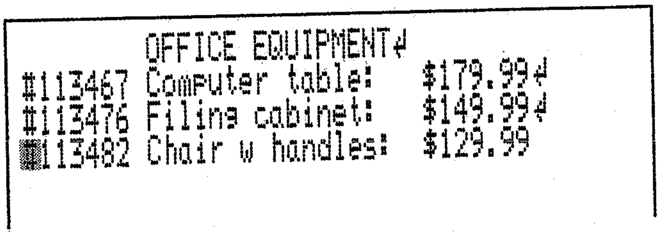
⇧ ◄

▲



```
        OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113476 Filing cabinet:   $149.99↵
█113478 Printer Stand:     $59.99↵
#113482 Chair w handles:  $129.99
```

2. Then press ⇧ DEL .



```
        OFFICE EQUIPMENT↵
#113467 Computer table:   $179.99↵
#113476 Filing cabinet:   $149.99↵
█113482 Chair w handles:  $129.99
```

Note: Deleting a"new line" character will cause any text on the next line to move up 1 line.

The best way to become comfortable with these various techniques is to make some fictitious entries and experiment with these various correction techniques.

Editing or correcting previous entries

To edit or correct mistakes in data which have already been stored

1. Press [SCHEDULE], [TEL], [MEMO], [BUSINESS CARD], [OUTLINE], or [SHIFT] [ANN] to select the mode for the correction.
2. Recall the entry to be edited using [∨] or [∧].
3. Select the edit mode by pressing [SHIFT] [EDIT].
4. Now press [▶], [◀], [▲], [▼], [INS], [DEL], or [BS] as required and correct the data as explained under "Making Corrections" above.
5. Press [ENTER] to store the corrected data.

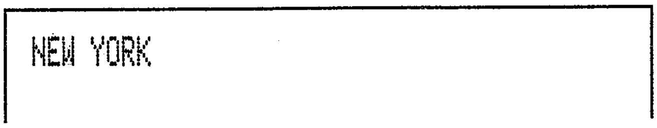
Note: The [▲] or [▼] key will function as shown below when used with the [⇧] key for editing or correcting a previous entry.
[⇧] [▲] : Moves the cursor to the begining of a data entry.
[⇧] [▼] : Moves the cursor to the end of a data entry.

Alternating between the 8-Line and 4-Line Displays

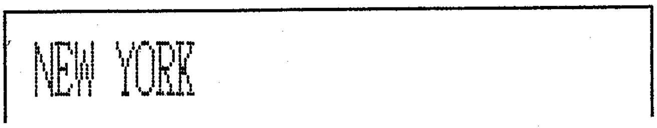
For the SCHEDULE, TEL, MEMO and ANN (PERIOD) modes, the size of the display can be either 8 or 4 lines. The Organizer will remember the size of each entry separately. The 8-line mode displays 40 characters per line to allow more information to be seen at one time, while the 4-line mode displays larger letters at 30 characters per line for easier viewing. You can also use [↵] (New Line) to create spaces between the lines for easier reading. Only one size at a time can be used for each entry.

Note: Some displays within the Organizer will employ both 4-line and 8-line components. However, you cannot enter data in both modes simultaneously.

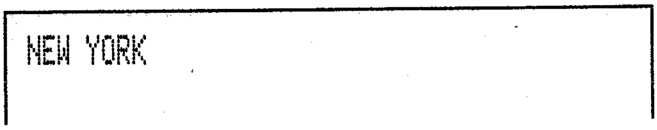
1. First display the data in the MEMO mode.
   [MEMO] [∨]


NEW YORK

2. Now select the 4-line display mode.
   [SHIFT] [4◀▶8 LINES]


NEW YORK

3. Next, select the 8-line display mode.
   [SHIFT] [4◀▶8 LINES]


NEW YORK

USING THE HOME AND WORLD CLOCKS

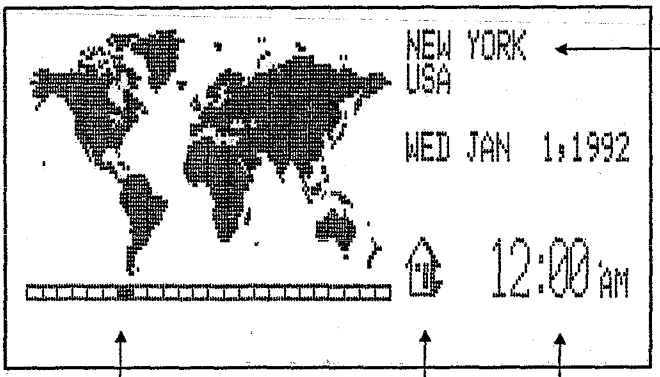
The Organizer has two built-in clocks: a Home clock to display the local time of day (HOME time) in a selected HOME city and a World clock to display the local time of day (WORLD time) in any of 212 major cities in the world.

Displaying the HOME or WORLD Time

Displaying the current date and HOME time

Press HOME and the following display will appear. Hold down the HOME key to retain the display.

HOME



Name of city (Home city) & country

Day of week & current date

Time of day

Indicates HOME time.

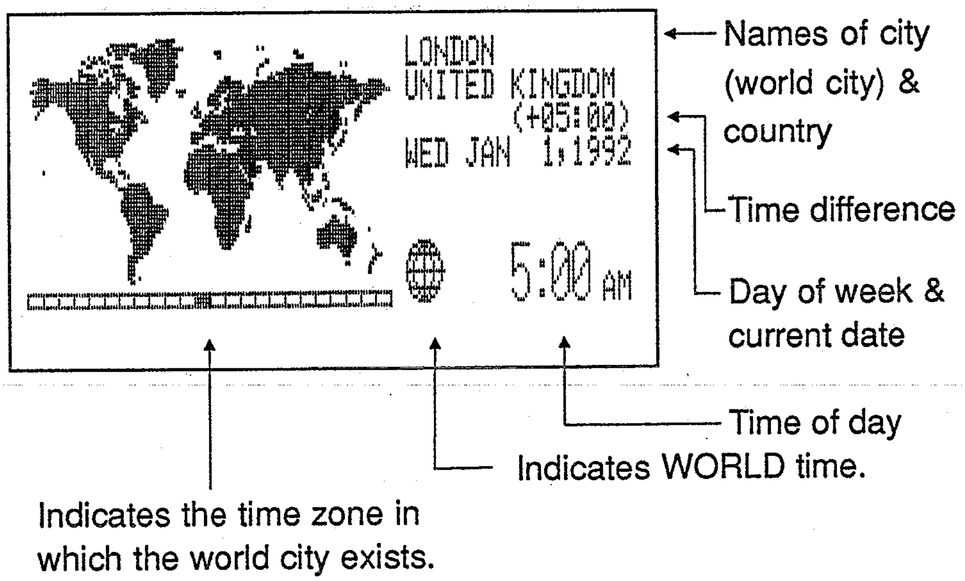
Indicates the time zone in which the HOME city exists.

The current date and HOME time in New York are displayed.

Displaying the current date and WORLD time

Press WORLD and the following display will appear. Hold down the WORLD key to retain the display.

WORLD


LONDON
UNITED KINGDOM
(+05:00)
WED JAN 1,1992
5:00 AM
Names of city (world city) & country
Time difference
Day of week & current date
Time of day
Indicates WORLD time.
Indicates the time zone in which the world city exists.

The current date and WORLD time in London are displayed.

Note: The Home and World clocks each display the time of day when HOME or WORLD is pressed. If you hold down the key, the display will not change, however the internal clock will continue to keep the correct time.

Setting the Home Clock

The Home clock serves as a reference time in the SCHEDULE and CALENDAR modes (to be explained later). The World clock also calculates time differences from the Home clock so be sure to set the Home clock accurately.

First, select the city you wish to use as HOME city (presumably your own city), then set the current time.

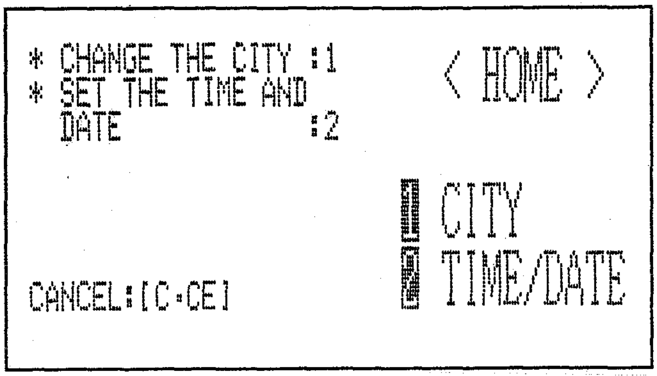
CAUTION: Be sure to select a city before setting the time.

Selecting a city as your HOME city

To select “BOSTON” as the HOME city, for example:

1. Recall the standard clock setting display:

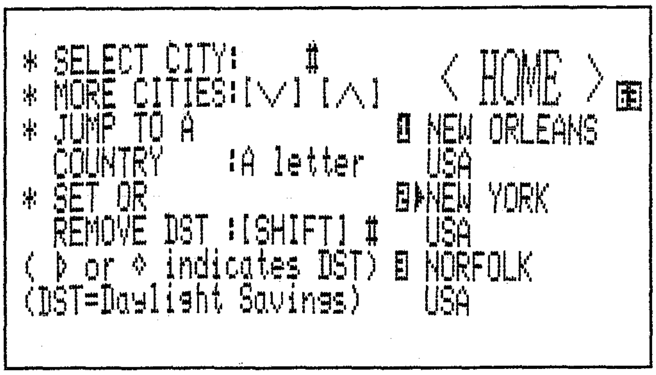
SHIFT HOME



```
* CHANGE THE CITY :1        < HOME >
* SET THE TIME AND
  DATE            :2

                            1 CITY
CANCEL:[C·CE]               2 TIME/DATE
```

2. Select “1 CITY”.

1

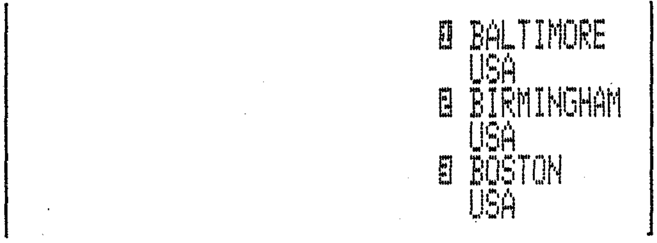


```
* SELECT CITY:     #         < HOME >
* MORE CITIES:[∨] [∧]
* JUMP TO A                1 NEW ORLEANS
  COUNTRY     :A letter      USA
* SET OR                   2▶NEW YORK
  REMOVE DST :[SHIFT] #      USA
( ▷ or ◇ indicates DST)    3 NORFOLK
(DST=Daylight Savings)       USA
```

The “ ▶ ” mark before NEW YORK indicates the currently selected HOME city.

3. Display the city you want to set as your HOME city by using the Search keys (∨ or ∧). World cities will be listed alphabetically by the initial letter of the country in which they are located. If two or more cities are included in the list for the same country, they will be listed alphabetically. Each time ∨ is pressed, three additional cities appear on the screen and each time ∧ is pressed, the previous three cities re-appear on the screen. If the keys are pressed continuously, the city list will scroll forward or backward.

∧ ... ∧

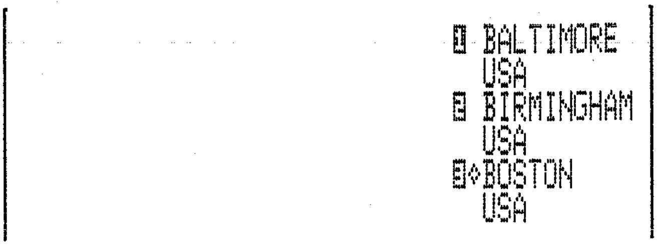


```
1 BALTIMORE
  USA
2 BIRMINGHAM
  USA
3 BOSTON
  USA
```

You may also press the initial letter of the name of the country. Press [U] , for example, to display the cities in the United States. Because the first screen may not show the country you want, you may have to continue to press [v] until the country appears on the screen.

4. If DST (Daylight Savings Time) is in effect in the city you want to select as the HOME city, press [SHIFT] and the number key corresponding to the city number (3 for "BOSTON" in this case). This will set the city as a DST-applicable city in your HOME clock.

[SHIFT] 3



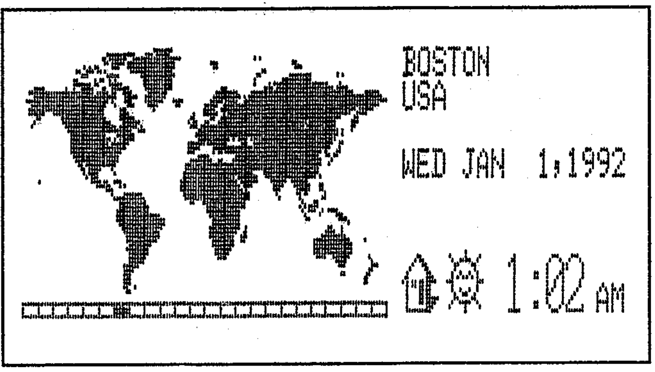
1 BALTIMORE
USA
2 BIRMINGHAM
USA
3◇BOSTON
USA

Note: DST (Daylight Saving Time) is used in most U.S. cities and many world cities. In the summer months these cities move their clocks ahead by 1 hour. To reflect this "setting" on your Organizer, simply press [SHIFT] followed by the corresponding number of your city.

The symbol " ◇ " before the city name indicates that you have set this city with DST.
To cancel the DST setting for the city, see "Canceling the DST setting for the HOME city" below.

5. Press the number key corresponding to the city you want to select as the HOME city (3 for "BOSTON" in this case).

3



BOSTON
USA
WED JAN 1,1992
1:02 AM

The symbol " ☼ " indicates that the displayed HOME time is DST.

Note: The following symbols may appear before a city in the city list.

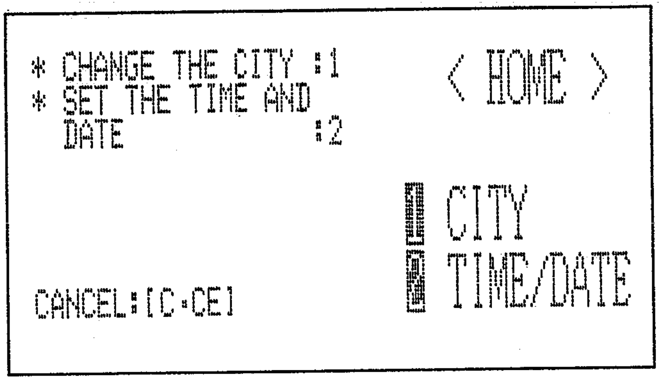
- ▶ : Indicates that the time for this city has been designated as HOME time, and also that DST has not been set.
- ▷ : Indicates that the time for this city has been designated as the current HOME time and also that DST is set.
- ◇ : Indicates that DST is set.

Setting the HOME time and date for the Home clock

Be sure to set your HOME city first, before setting the time.
The HOME time can be displayed using either the conventional 12-hour AM/PM system or the 24-hour system (0:00 to 23:59 hours).
If you choose BOSTON as the HOME city and would like to set the Home clock to August 10, 1992, 1:30PM, you can do so with either system as follows:

1. Recall the Home clock setting display.

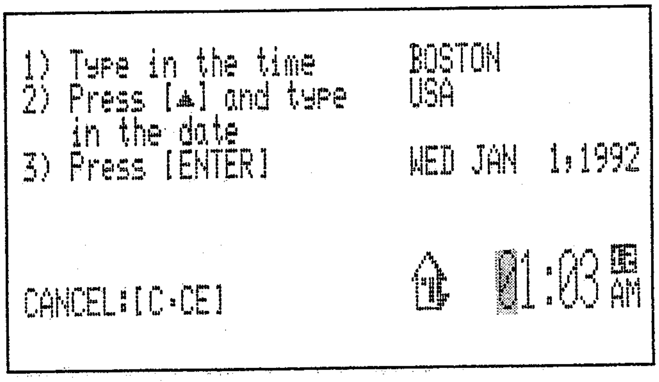
SHIFT HOME



```
* CHANGE THE CITY :1        < HOME >
* SET THE TIME AND
  DATE            :2

                            1 CITY
CANCEL:[C·CE]               2 TIME/DATE
```

2. Select “2 TIME/DATE”.

2

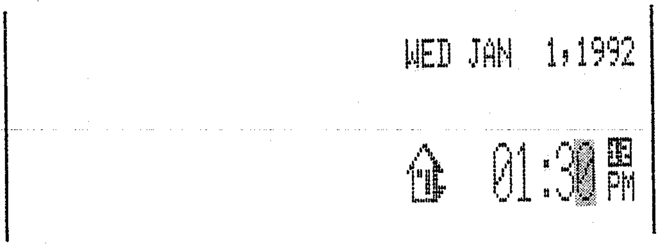


```
1) Type in the time         BOSTON
2) Press [▲] and type       USA
   in the date
3) Press [ENTER]            WED JAN  1,1992


CANCEL:[C·CE]               ⇧  01:03 AM
```

The current date and HOME time of BOSTON with a flashing cursor “▒” appear on the right part of the display.

3. Change the time system.
   The HOME time is initially displayed using the conventional 12-hour AM/PM system as indicated by "12" at the bottom right of the display. If you want to change the time system to the 24-hour system, press 12◄►24 . Each time you press this key, the time system alternates between "12" and "24". In this example, the 12-hour AM/PM system is used. Skip this step.
4. Enter the time of day (01:30 PM in this case).

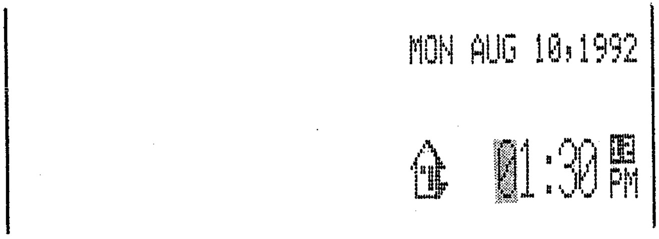
   01 30 PM



   (With the 24-hour system, enter 13 30 after pressing 12◄►24 to change the time system from "12" to "24".)
   If the entry for hours or minutes of the time of day is less than two digits (0 to 9), prefix "0" to the single digit. With the 12-hour system, be sure to press AM or PM following the time of day.

5. To set the date (August 10, 1992 in this case), move the cursor up to the month/day/year and then input the date.

   ▲ 08 10 1992



   Enter the month and day in 2 digits and the year in 4 digits. For a single-digit month or day (0 to 9), prefix "0" to the single digit.

   Notes:
   - The organizer is initially set to receive this input in the order of month, day, and year. However, the order may be changed to day, month, and year. (See "Setting up the Organizer" on page 157.)
   - If you type in numeric data incorrectly (like 29:00) in Step 4 or 5 above, you cannot proceed to the next step. Be sure to input the correct numeric data.

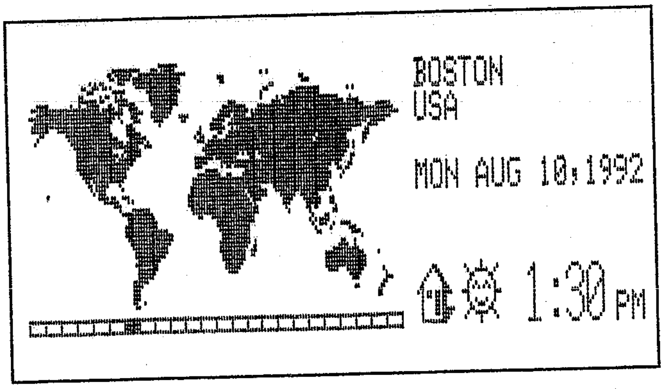
6. Store the time and date.

ENTER

Note: On pressing ENTER , the Home clock will start from 0 seconds. It is advisable to press ENTER using the beep tone of the time announcements given by your local television, radio, or telephone time service.

7. Check the time and date on the display.

HOME



BOSTON
USA
MON AUG 10,1992
1:30 PM

When the time is set with the 12-hour time system, noon and midnight changes are displayed as follows:
11:59 AM → 12:00PM (noon) → 11:59PM → 12:00AM (midnight)

Changing the HOME city

When you stay in a certain city for a long period of time on business trips, etc., you may find it convenient to change the organizer's HOME city. For example, while in your N.Y. office you set an appointment in Denver with an alarm for 10:00 AM. When you fly out to Denver, your Organizer will beep at 10:00 AM New York time. In Denver, it's only 8:00 AM! By changing your HOME city to Denver, the alarms (daily and schedule) will work correctly. (See "Selecting a city as your HOME city" above.)

Note: If you change the HOME city, the time of day will change according to the time difference between the previous and new cities.

Correcting the current Home time and date

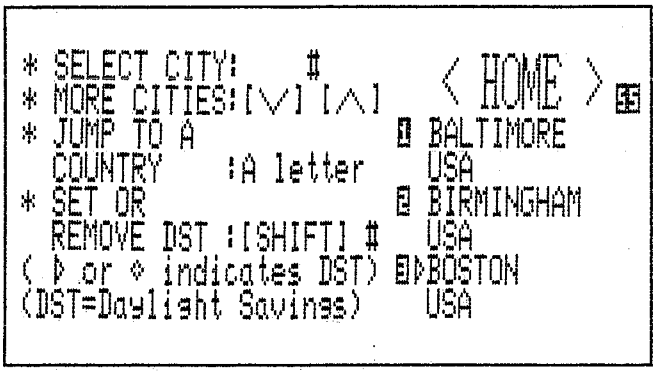
If you wish to correct the current HOME time and date, set the Home clock again according to the above procedure "Setting the HOME time and date for the Home clock". You may skip Step 4 if you do not want to change the HOME time or Step 5 if you do not want to change the date.

Canceling the DST setting for the HOME city

When DST ends or for some other reason, you may cancel the DST setting for the HOME city. When you cancel the DST for your home city, the time will be automatically changed by one hour earlier.

1. Recall the Home clock setting display.

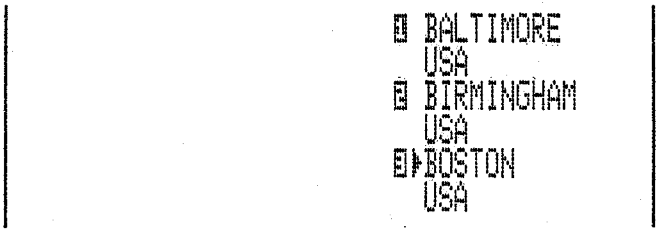
SHIFT HOME 1



```
* SELECT CITY:     #        < HOME >
* MORE CITIES:[∨] [∧]
* JUMP TO A                1 BALTIMORE
  COUNTRY    :A letter       USA
* SET OR                   2 BIRMINGHAM
  REMOVE DST :[SHIFT] #      USA
( ▷ or ◇ indicates DST)    3▷BOSTON
(DST=Daylight Savings)       USA
```

2. Press SHIFT and the number key corresponding to the HOME city.

SHIFT 3

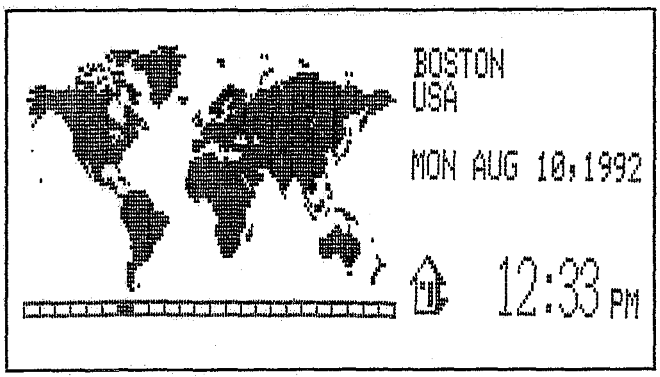


```
1 BALTIMORE
  USA
2 BIRMINGHAM
  USA
3▶BOSTON
  USA
```

The symbol on the left of the city name will change from " ▷ " to " ▶ ".

3. Press the number key corresponding to the HOME city again.

3



```
BOSTON
USA

MON AUG 10,1992

12:33 PM
```

Note: To specify DST again for the HOME city, repeat the above procedure.

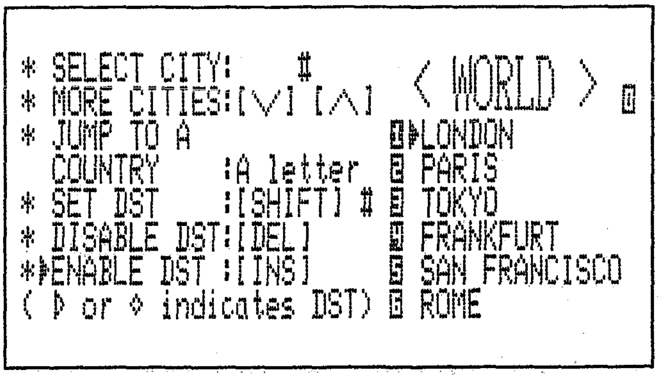
Setting the World Clock

The World clock automatically calculates the time difference between any of the 212 world cities and your HOME city. When you select a world city, the organizer will display its time and date.

Selecting a city for the WORLD time

To select a world city to view its time and date, simply press SHIFT WORLD .

SHIFT WORLD

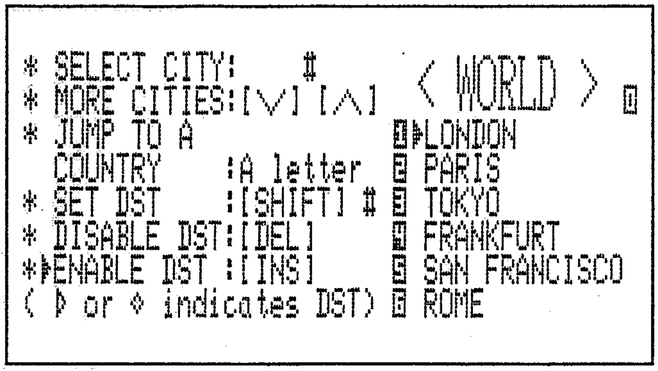


```
* SELECT CITY:    #          < WORLD > 0
* MORE CITIES:[V] [^]
* JUMP TO A                  1▶LONDON
  COUNTRY     :A letter      2 PARIS
* SET DST     :[SHIFT] #     3 TOKYO
* DISABLE DST:[DEL]          4 FRANKFURT
*▶ENABLE DST :[INS]          5 SAN FRANCISCO
( ▶ or ◊ indicates DST)      6 ROME
```

You may specify or cancel DST for any of the world cities in exactly the same manner as you do for the HOME city.
Let's select "SYDNEY, AUSTRALIA" by changing the current world city from "LONDON" to "SYDNEY", for example:

1. Call up the world city menu.

SHIFT WORLD

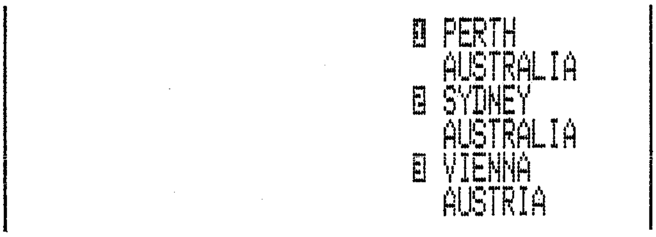


```
* SELECT CITY:    ⇕      < WORLD > 0
* MORE CITIES:[∨] [∧]
* JUMP TO A               1▶LONDON
  COUNTRY    :A letter    2 PARIS
* SET DST    :[SHIFT] ⇕   3 TOKYO
* DISABLE DST:[DEL]       4 FRANKFURT
*▶ENABLE DST :[INS]       5 SAN FRANCISCO
( ▶ or ◇ indicates DST)   6 ROME
```

Note: The world cities are listed in 72 menus, each of which displays three cities except for the first menu and the last menu. The first menu, designated as "your favorite city list", has space for six city names; but rather than displaying fixed cities, this menu displays the last six cities you checked the time for. Every time you check the time in a new city, it moves into the first position on this favorite city list. All other cities on this menu are displaced down one position.

2. Display the world city list which contains the city to be set. (In this example, Sydney.)

A ∨ . . . ∨

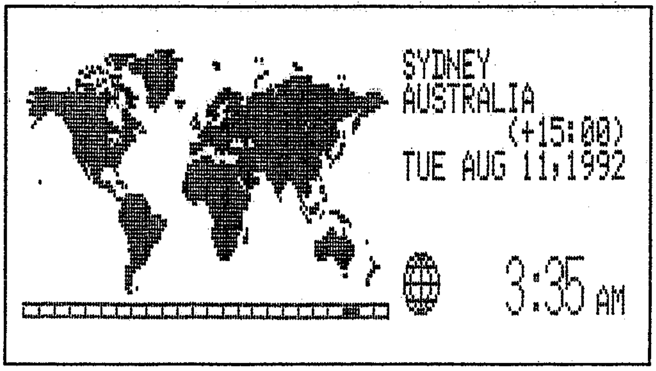


```
1 PERTH
  AUSTRALIA
2 SYDNEY
  AUSTRALIA
3 VIENNA
  AUSTRIA
```

Press ∨ repeatedly until the display containing "SYDNEY" appears.

3. Press the number key corresponding to "SYDNEY".

2



```
SYDNEY
AUSTRALIA
       (+15:00)
TUE AUG 11,1992

      3:35 AM
```

Notes:

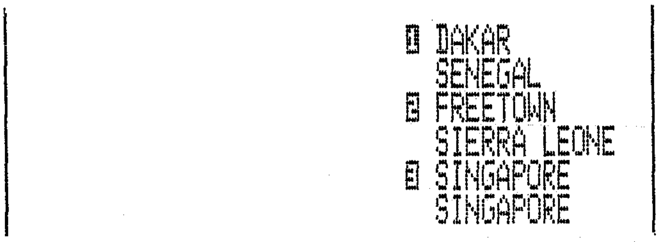
- If you release the number key immediately, the time and date for the selected city will be displayed for a while and then the favorite city list will appear. The time and date will remain on the display as long as you are holding down the corresponding number key.
- Press [C·CE] to return to the initial screen. Press [WORLD] to see the world city you selected last.

Looking up the times in other cities around the world

When you press [WORLD], the World clock informs you of the time and date in the world city that you selected last. Let's check the times in other world cities, SINGAPORE and COPENHAGEN, for example.

1. Recall the world city display to select the country Singapore.

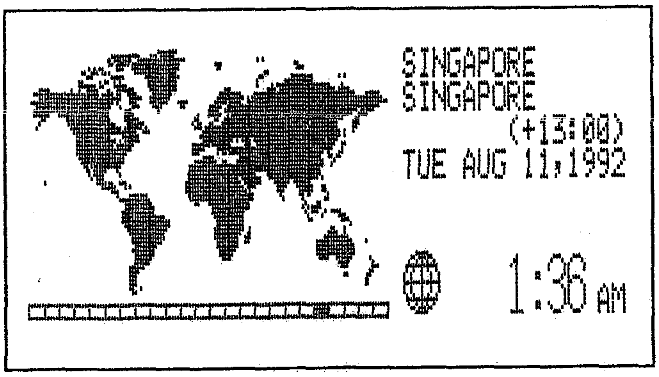
[SHIFT] [WORLD]
S [∨]



1 DAKAR
  SENEGAL
2 FREETOWN
  SIERRA LEONE
3 SINGAPORE
  SINGAPORE

2. Select "3 SINGAPORE" to look up the local time and date.

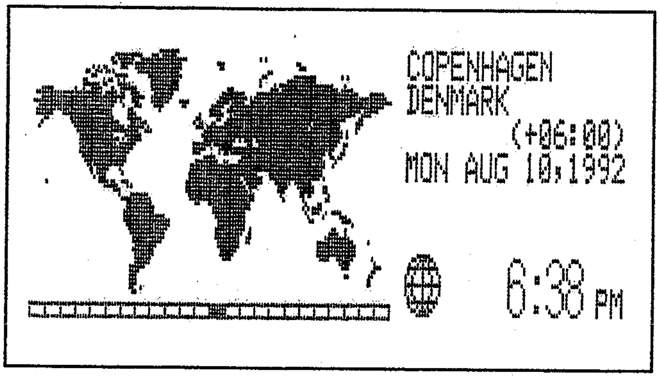
3



SINGAPORE
SINGAPORE
(+13:00)
TUE AUG 11,1992
1:36 AM

3. Type in "D3" to select the country Denmark and Copenhagen to look up the local time and date.

D3



COPENHAGEN
DENMARK
(+06:00)
MON AUG 10,1992
6:38 PM

Important notes:

- When looking up the times for world cities, be sure to make a note of when DST should be set for a particular city. Because local customs concerning DST can change, the Organizer does not come with DST set for any city. You must set each city you wish to view with DST (if it observes DST at all). "◇" will appear in front of the cities on the World clock which you set to DST.
- The following symbols may appear before a city in the city list.

▶ : Indicates that the time for this city has been designated as world time, and also that DST has not been set.

▷ : Indicates that the time for this city has been designated as the current world time and also that DST is set.

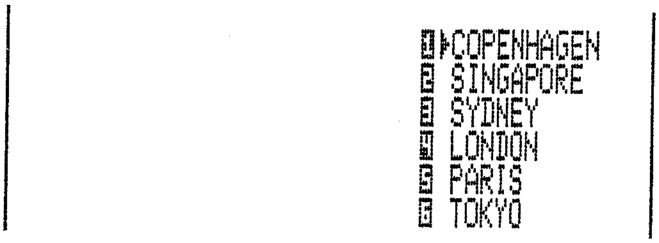
◇ : Indicates that DST is set.

Displaying a city on the favorite city list

Pressing the number key displays the time and date for the city chosen from the favorite city list.

1. To look up the favorite city list, press:

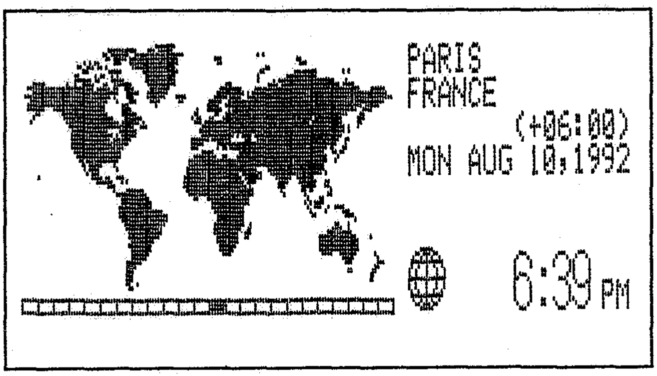
SHIFT WORLD



1▶COPENHAGEN
2 SINGAPORE
3 SYDNEY
4 LONDON
5 PARIS
6 TOKYO

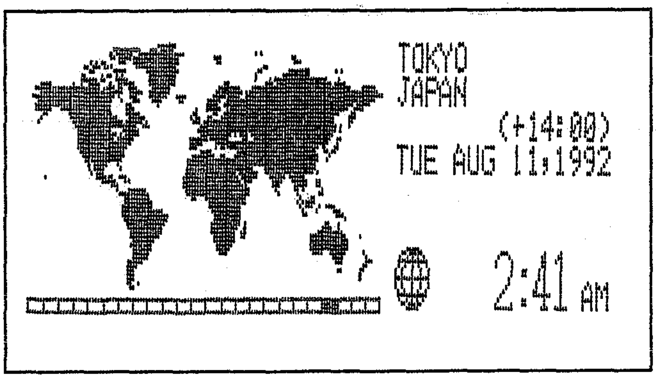
2. To look up the time for Paris, press the number key corresponding to “PARIS”.

5



3. To look up the time for Tokyo, press the number key corresponding to “TOKYO”.

6



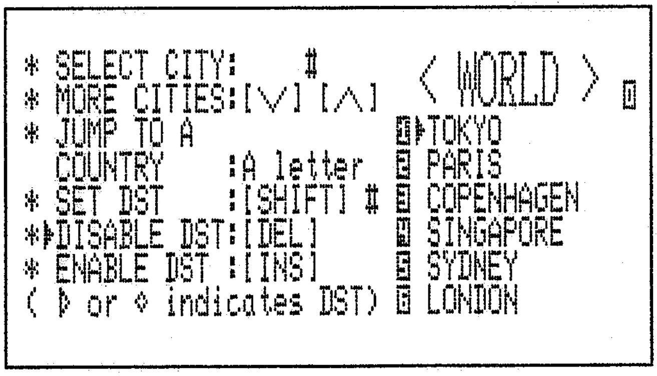
(When you do this, the other cities will move down one notch on the favorite city list.)

Enabling and Disabling the DST Display Function

The DST settings for the HOME city and any other world cities are stored in memory until canceled by you. The DST display function may be enabled or disabled again all at once for all these DST-applicable cities. When the DST display function is enabled, the Organizer displays the HOME or WORLD time with DST for all the cities for which DST has been specified. If the DST display function is disabled, the Organizer will ignore all the DST settings and display the normal HOME or WORLD time for these cities.

1. To disable the DST display function:

SHIFT WORLD DEL

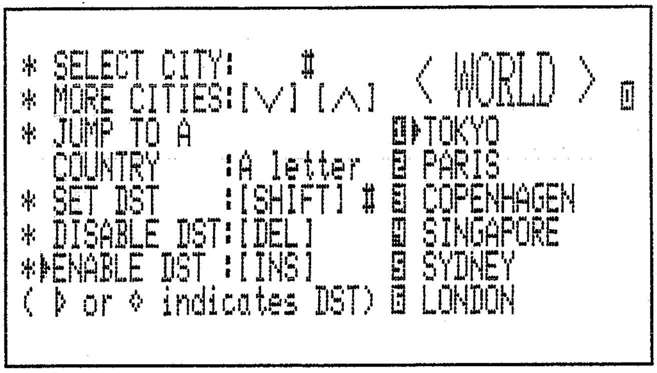


```
* SELECT CITY:     #
* MORE CITIES:[V] [Λ]    < WORLD > 
* JUMP TO A              1▶TOKYO
  COUNTRY     :A letter  2 PARIS
* SET DST     :[SHIFT] # 3 COPENHAGEN
*▶DISABLE DST:[DEL]      4 SINGAPORE
* ENABLE DST :[INS]      5 SYDNEY
( ▶ or ◆ indicates DST)  6 LONDON
```

" ▶ " is displayed in Disable DST: [DEL].

2. To enable the DST display function:

SHIFT WORLD INS



```
* SELECT CITY:     #
* MORE CITIES:[V] [Λ]    < WORLD > 
* JUMP TO A              1▶TOKYO
  COUNTRY     :A letter  2 PARIS
* SET DST     :[SHIFT] # 3 COPENHAGEN
* DISABLE DST:[DEL]      4 SINGAPORE
*▶ENABLE DST :[INS]      5 SYDNEY
( ▶ or ◆ indicates DST)  6 LONDON
```

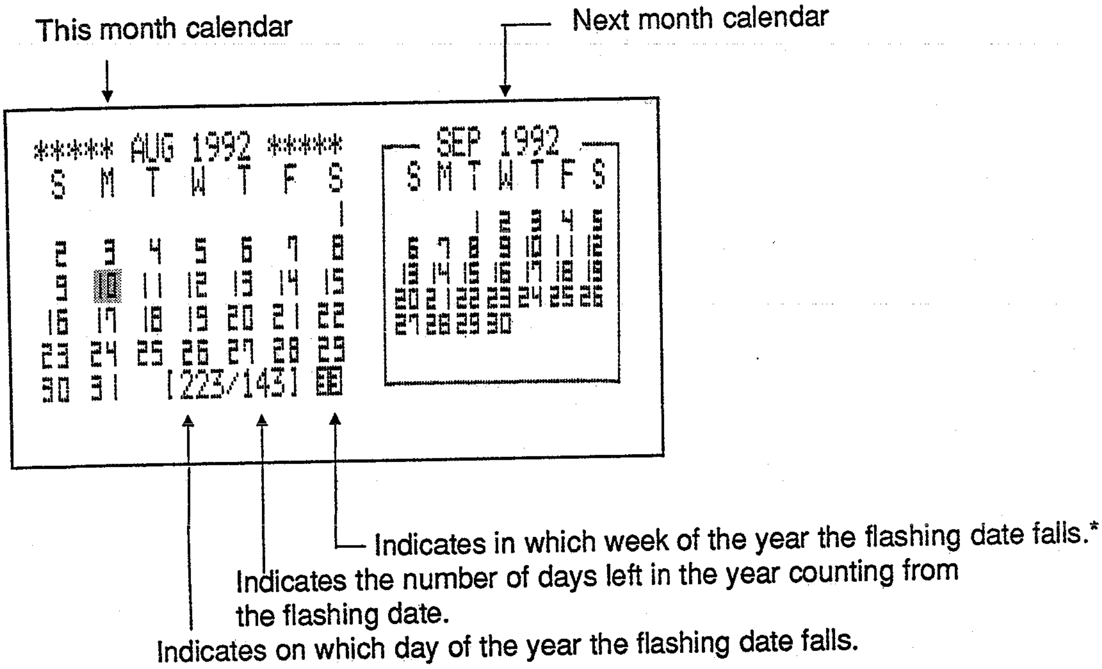
" ▶ " is displayed in Enable DST: [INS]

Note: When the DST display function is disabled, "☼" will not be displayed when either the HOME or WORLD time is displayed. This mean that these cities will not have their time adjusted ahead one hour. This feature is very convenient when your city changes from DST to no DST. All you need to do is disable the DST function and all cities will be displayed without DST. In the spring, when DST is used again, simply enable the DST function and all the cities designated with DST will have their times adjusted ahead 1 hour.

USING THE CALENDAR FUNCTION

The CALENDAR function is convenient for displaying any monthly calendar during the 199-year period from January 1901 to December 2099.

Press [CALENDAR] to display a monthly calendar and the following display will appear.



```
***** AUG 1992 *****     ── SEP 1992 ──
 S  M  T  W  T  F  S     S  M  T  W  T  F  S
                   1           1  2  3  4  5
 2  3  4  5  6  7  8     6  7  8  9 10 11 12
 9 10 11 12 13 14 15    13 14 15 16 17 18 19
16 17 18 19 20 21 22    20 21 22 23 24 25 26
23 24 25 26 27 28 29    27 28 29 30
30 31    [223/143] 33
```

Indicates in which week of the year the flashing date falls.*

Indicates the number of days left in the year counting from the flashing date.

Indicates on which day of the year the flashing date falls.

* The Organizer recognizes each Monday-to-Sunday interval as one week. If January 1st falls between Monday and Thursday, it begins the first week of the year.
If January 1st falls between Friday and Sunday, it begins the final week of the previous year.

Notes:

- When [CALENDAR] is pressed, the calendar of this month is displayed on the left part of the screen and the calendar of the next month on the right. However, if another date has been specified in another mode such as SCHEDULE, the calendar of that month will be displayed with a blinking cursor on the specified day of the month.
- Press [SHIFT] [CALENDAR] if you want to display the current date (as determined by the Home clock).

Displaying and Changing the Monthly Calendar

There are three methods of recalling dates and scanning the built-in calendars.

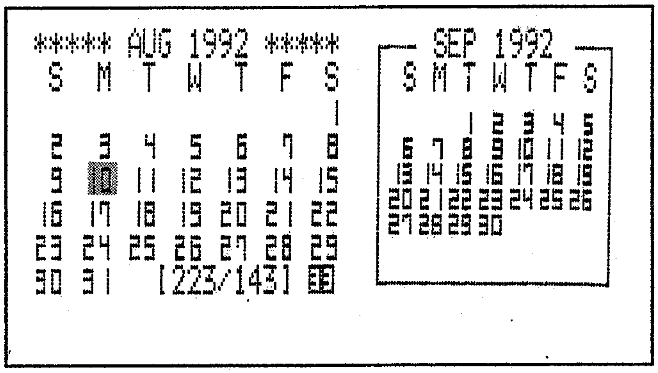
1. Displaying the calendars in sequence with ∨ or ∧ .
   This method is convenient for displaying the monthly calendar for several past or future months.
2. Displaying a calendar by specifying a date (year and month in the past or future). Press C·CE , enter a date, and then press CALENDAR .
   This method is convenient for displaying a monthly calendar in the distant past or future.
3. Displaying a calendar by specifying a fixed number of days (past or future) from the calendar on display. Simply press + (or −), type in the number of days ahead (or behind), and then press CALENDAR .
   This method is convenient for you to check deadlines or to compare payment due dates, for example.

Displaying a calendar by changing the month with ∨ or ∧

Once the CALENDAR mode has been selected, the month can be changed by pressing the search key (∨ or ∧).

1. Select the CALENDAR mode.

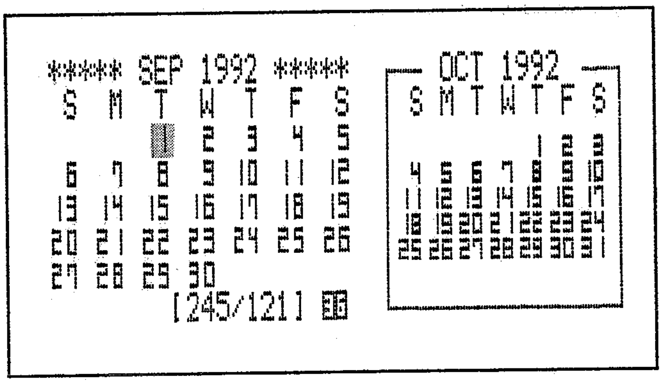
CALENDAR



```
***** AUG 1992 *****     SEP 1992
 S  M  T  W  T  F  S     S  M  T  W  T  F  S
                   1           1  2  3  4  5
 2  3  4  5  6  7  8     6  7  8  9 10 11 12
 9 10 11 12 13 14 15    13 14 15 16 17 18 19
16 17 18 19 20 21 22    20 21 22 23 24 25 26
23 24 25 26 27 28 29    27 28 29 30
30 31   [223/143]
```

2. Display the calendar for the next month.

[∨]



```
***** SEP 1992 *****      OCT 1992
 S  M  T  W  T  F  S    S M T W T F S
       1  2  3  4  5            1  2  3
 6  7  8  9 10 11 12    4  5  6  7  8  9 10
13 14 15 16 17 18 19   11 12 13 14 15 16 17
20 21 22 23 24 25 26   18 19 20 21 22 23 24
27 28 29 30            25 26 27 28 29 30 31
         [245/121]
```

The next month calendar and the following month calendar are displayed.

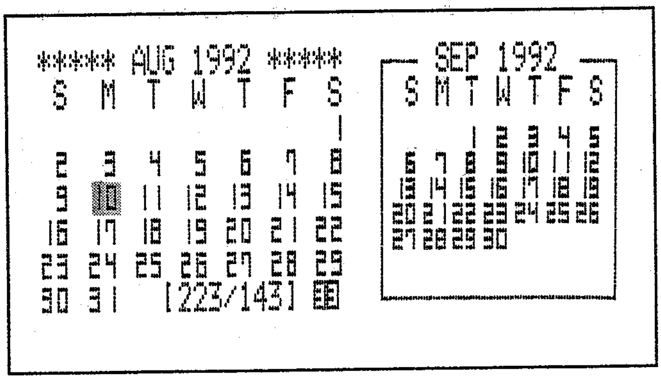
Press [∧] and the last month calendar will appear. If you press [∧] or [∨] repeatedly, you may see the calendars of upcoming months or past months, respectively. If you hold down [∧] or [∨], the Organizer will continue to scroll the screen forward or backward until you release the key.

Displaying a calendar by designating a date (year and month)

You can also change the calendar with [C·CE] by entering the month and year of a calendar which you would like to display through the date input prompt. For example, to display the month of February, 1993:

1. Select the CALENDAR mode.

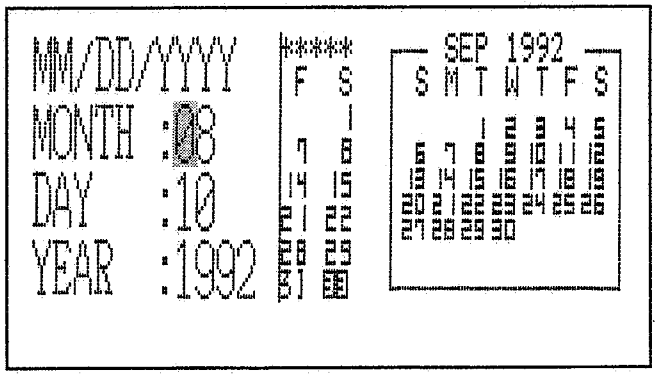
[CALENDAR]



```
***** AUG 1992 *****      SEP 1992
 S  M  T  W  T  F  S    S M T W T F S
                   1          1  2  3  4  5
 2  3  4  5  6  7  8    6  7  8  9 10 11 12
 9 10 11 12 13 14 15   13 14 15 16 17 18 19
16 17 18 19 20 21 22   20 21 22 23 24 25 26
23 24 25 26 27 28 29   27 28 29 30
30 31   [223/143]
```

2. Press C·CE to display the date input prompt.

C·CE



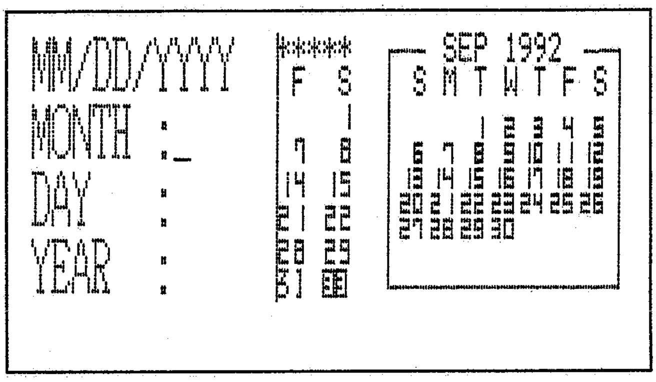
MM/DD/YYYY
MONTH :08
DAY :10
YEAR :1992

*****
F S
1
7 8
14 15
21 22
28 29
31
SEP 1992
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

The date on which you displayed a monthly calendar last time will appear on the display with a blinking cursor on the first digit of the month.

3. Press C·CE again and the date will be cleared.

C·CE



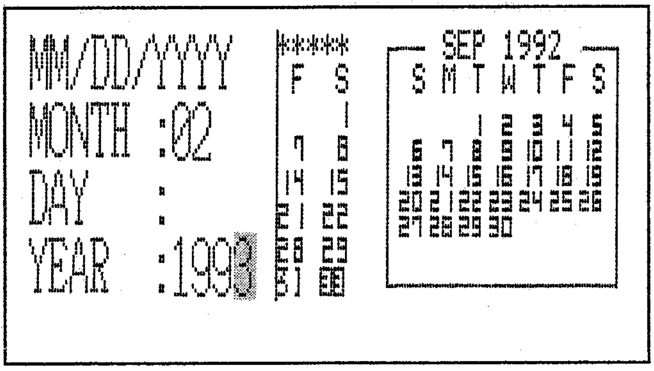
MM/DD/YYYY
MONTH :_
DAY :
YEAR :

*****
F S
1
7 8
14 15
21 22
28 29
31
SEP 1992
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

If you want to change part of the displayed date, skip this step. To change part of the date, be sure to move the cursor with ▼, ▲, ▶, or ◀ before pressing the number keys.

4. Enter the date.

02 ▼ 1993



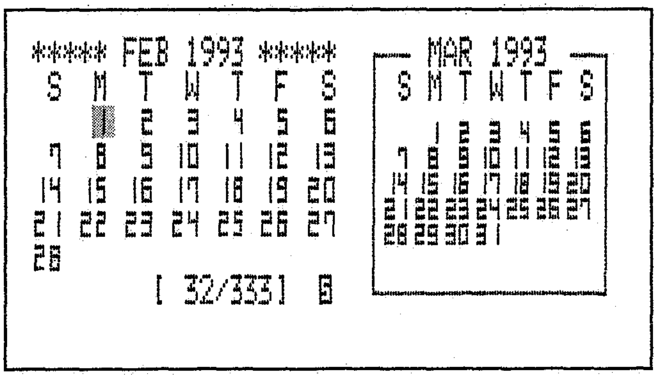
MM/DD/YYYY
MONTH :02
DAY :
YEAR :1993

*****
F S
1
7 8
14 15
21 22
28 29
31
SEP 1992
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

Note: You can skip the day entry by moving the blinking cursor from DAY to YEAR with ▼ .

5. Recall the calendar.

CALENDAR



```
***** FEB 1993 *****    MAR 1993
 S  M  T  W  T  F  S    S  M  T  W  T  F  S
    1  2  3  4  5  6       1  2  3  4  5  6
 7  8  9 10 11 12 13    7  8  9 10 11 12 13
14 15 16 17 18 19 20   14 15 16 17 18 19 20
21 22 23 24 25 26 27   21 22 23 24 25 26 27
28                     28 29 30 31
      [ 32/333]
```

The specified month calendar of the specified year will be displayed.

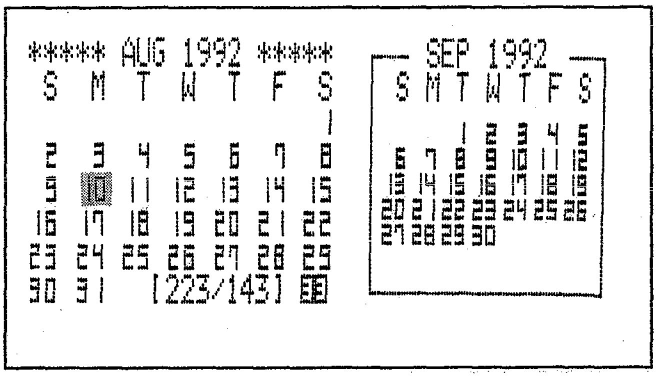
Displaying a calendar by specifying a fixed number of days

Use + or − to access the calendar of a month that is a fixed number of days in the future or past.

To reference the 90th day from August 18,1992 and the date which was five weeks before the 90th day from August 18, 1992, for example:

1. Select the CALENDAR mode.

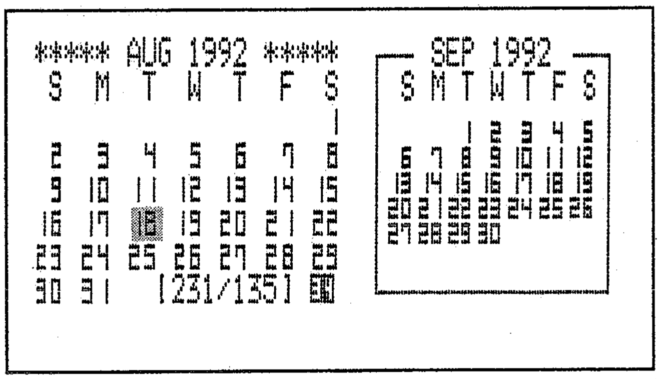
CALENDAR



```
***** AUG 1992 *****    SEP 1992
 S  M  T  W  T  F  S    S  M  T  W  T  F  S
                   1          1  2  3  4  5
 2  3  4  5  6  7  8    6  7  8  9 10 11 12
 9 10 11 12 13 14 15   13 14 15 16 17 18 19
16 17 18 19 20 21 22   20 21 22 23 24 25 26
23 24 25 26 27 28 29   27 28 29 30
30 31  [223/143]
```

2. Move the blinking cursor to the day from which you want a calculation on the number of days to start (August 18, 1992 in this case).

▼ ▶

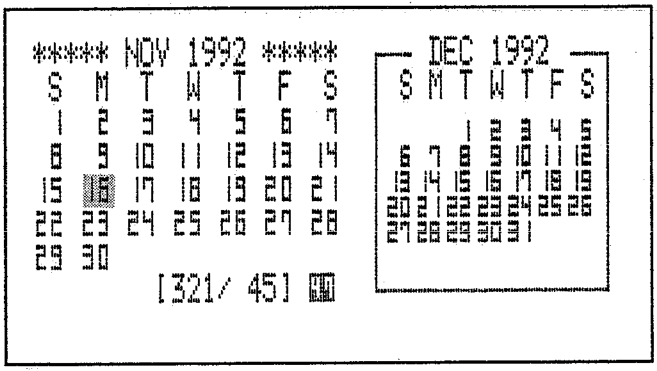


```
***** AUG 1992 *****    SEP 1992
 S  M  T  W  T  F  S     S  M  T  W  T  F  S
                   1           1  2  3  4  5
 2  3  4  5  6  7  8     6  7  8  9 10 11 12
 9 10 11 12 13 14 15    13 14 15 16 17 18 19
16 17 18 19 20 21 22    20 21 22 23 24 25 26
23 24 25 26 27 28 29    27 28 29 30
30 31   [231/135]
```

Note: If the calculation start day is in another month, display the calendar of that month and move the blinking cursor to the calculation start day.

3. Reference the 90th day from August 18,1992.

+ 90 CALENDAR

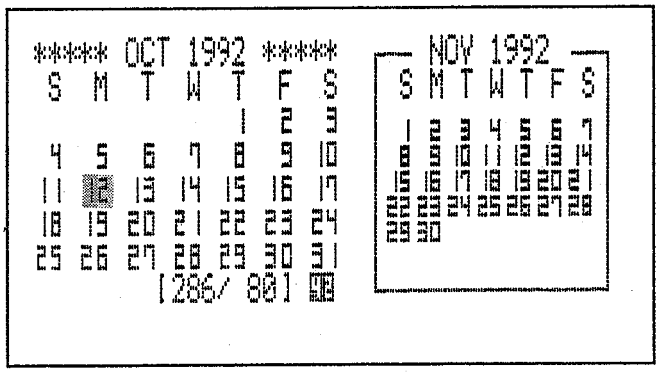


```
***** NOV 1992 *****    DEC 1992
 S  M  T  W  T  F  S     S  M  T  W  T  F  S
 1  2  3  4  5  6  7           1  2  3  4  5
 8  9 10 11 12 13 14     6  7  8  9 10 11 12
15 16 17 18 19 20 21    13 14 15 16 17 18 19
22 23 24 25 26 27 28    20 21 22 23 24 25 26
29 30                   27 28 29 30 31
        [321/ 45]
```

November 16, 1992 (the 90th day from August 18, 1992) will flash on the displayed calendar.

4. Check what is the date which was five weeks or 35 days before November 16, 1992.

− 35 CALENDAR



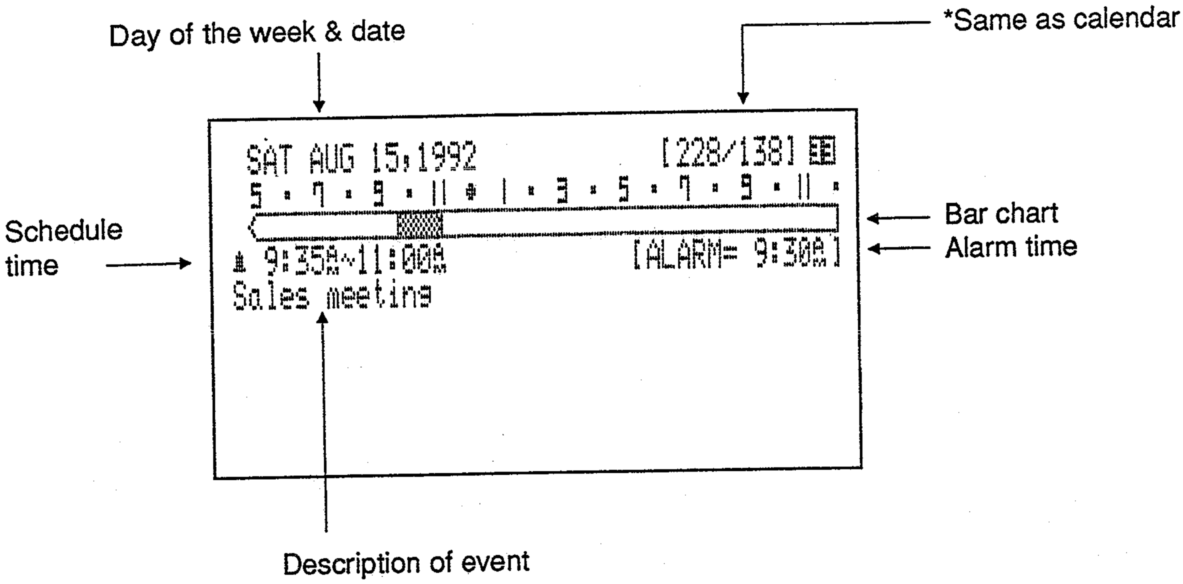
```
***** OCT 1992 *****    NOV 1992
 S  M  T  W  T  F  S     S  M  T  W  T  F  S
             1  2  3     1  2  3  4  5  6  7
 4  5  6  7  8  9 10     8  9 10 11 12 13 14
11 12 13 14 15 16 17    15 16 17 18 19 20 21
18 19 20 21 22 23 24    22 23 24 25 26 27 28
25 26 27 28 29 30 31    29 30
        [286/ 80]
```

October 12, 1992 (the date which was 35 days before November 16, 1992) will flash on the displayed calendar.

USING THE SCHEDULE FUNCTION

The Schedule function allows you to store appointments, meetings, or any piece of information that has a date associated with it. In addition to the date, each entry can have a starting time, and ending time, an alarm time, and a description. The audible alarm can be set to go off any time before the appointment, even if the Organizer is turned off. The start, end, and alarm time can be skipped while making an entry. This allows you to store information like "Things to do" or "Daily goals" that don't have a specific time to be completed. Any entry stored in the Schedule function is displayed as a "dot" in the Calendar mode. You can also see any of your schedule data in a daily view and a weekly view.

The Organizer's schedule mode looks like this:



```
SAT AUG 15,1992          [228/138]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
9:35A~11:00A        [ALARM= 9:30A]
Sales meeting
```

* Indicates on which day of the year the current date falls, how many days are left in the year counting from the current date, and in which week of the year the current date falls.

Making a New Schedule Entry

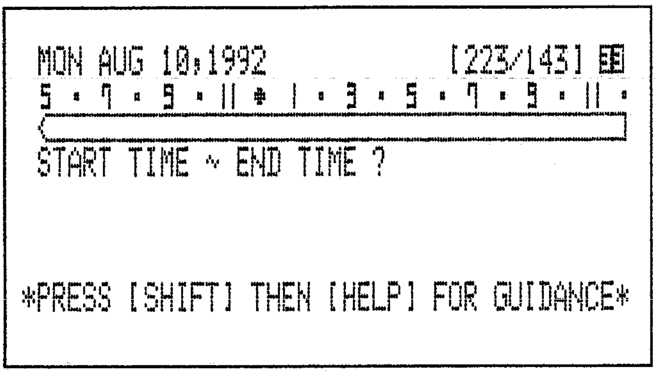
To store an event, you must first select the SCHEDULE mode and display the desired date. Once the desired date is displayed, you may begin your entry.

Note: If the desired date already has information displayed, simply begin typing anyway. The organizer will automatically assume you are making a new entry on the same day. The original entry will not be lost.

To begin, type in the starting and ending times, if any, and the description of the event. For example, to schedule a staff meeting in your office on August 15, 1992 during 9:35 AM to 11:00 AM to discuss monthly sales:

1. Select the SCHEDULE mode.

   SCHEDULE



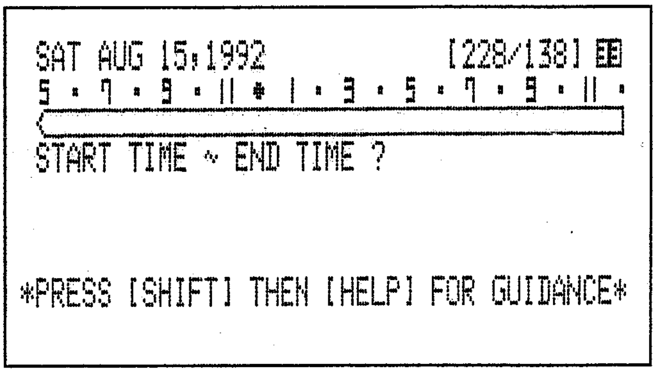
```
MON AUG 10,1992          [223/143]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
START TIME ~ END TIME ?

*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

   The initial schedule display appears.

2. Press C·CE to display the date input prompt, enter the date (month, day, and year) and press SCHEDULE .

   C·CE 08151992

   SCHEDULE

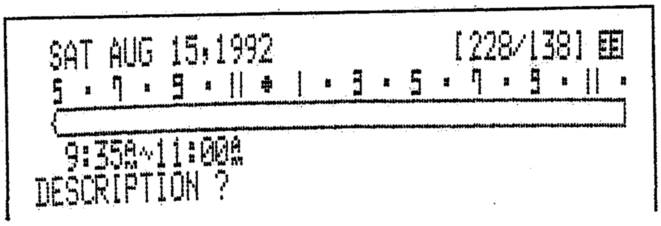


```
SAT AUG 15,1992          [228/138]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
START TIME ~ END TIME ?

*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

   The cursor must be moved with ▶ , ◀ , ▲ , or ▼ to change the date. Use the number keys to input the date.

3. Enter the starting and ending times of the meeting.

0935 AM 1100
AM



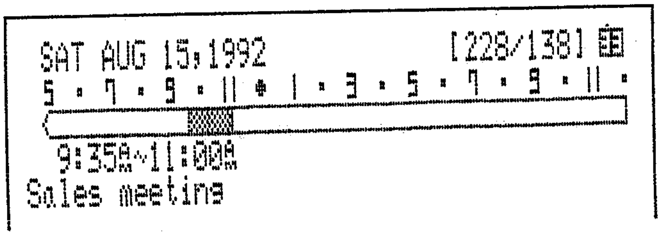
```
SAT AUG 15,1992          [228/138] ▦
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
 9:35A~11:00A
DESCRIPTION ?
```

Use a "0" before single digit hours or use : after a single digit hour. If you use the 12-hour AM/PM system, be sure to press AM or PM after the time entry. If you use the 24-hour system, press ▶ after entering the starting time and ▼ after entering the ending time. If you wish to skip the ending time, just press ENTER .

Note: If you want to omit the time entry, skip this step and proceed to the next step.

4. Type in the description of the event and press ENTER .

Sales meeting ENTER



```
SAT AUG 15,1992          [228/138] ▦
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
 9:35A~11:00A
Sales meeting
```

On the bar chart, the scheduled time is indicated by ▨ . If you omitted the ending time, ▨ is displayed for 30 minutes from the starting time and the separator " | " indicating the ending time will not appear. If no ending time is typed in with a starting time set at 11:35 PM or thereafter, only the separator of the starting time will appear. If two or more scheduled times overlap, the overlapped portion of the time is indicated by ■ .

In addition to steps 1 and 2 above, the schedule date can be displayed in either of the following two ways:

- **Displaying the date from the CALENDAR mode**
  The agenda may be entered after you have confirmed a monthly calendar:
  (1) Press CALENDAR and display the calendar of your desired month by using ∨ or ∧ .
  (2) Move the blinking cursor to the schedule day using the Cursor keys (▲ , ▼ , ▶ , or ◀).

(3) Press SCHEDULE and the initial schedule display for the specified date will appear.

- **Displaying the date in the SCHEDULE mode using Search keys**
  (1) Press SCHEDULE to select the Schedule function.
  (2) Display the date for the new entry by using the Search keys. Press ∨ to display upcoming dates and to ∧ display previous dates.

Note: If an entry has already been stored on a specified day, that entry will be displayed. To make a new entry on the same date, simply begin typing over the original entry. The Organizer will know you wish to make a new entry without deleting the old one.

Retrieving Schedule Entries

All schedule entries are stored in chronological order. Entries without a starting or ending time are stored first. When recalling schedule entries on the same day, the entries will be displayed in the following order:

1. Any entry with only a description (neither starting nor ending time).
2. Any entry with a starting time (in chronological order).
   Entries with the same start time will be displayed chronologically according to the end time.

Note: Anniversary and period entries (if any) will always appear in the schedule view before any schedule entry.

The schedule display has a bar graph indicating any scheduled appointments for the displayed date.

Note: In the Schedule function, you can scroll the bar graph on the screen to the left or right with ◀ or ▶ .

Sequential search

To view all schedule entries in chronological order, simply press ∨ to search forward in time or ∧ to search backwards in time. If more than one schedule entry exists, each entry will be displayed one by one. Once all the entries have been displayed for a particular date, the next day's schedule entries will appear. If a particular date has no entries, no text will appear at the bottom of the screen and pressing the search key will move you to the next day. When viewing schedule entries, pressing SCHEDULE will always display the first appointment of the day.

Direct search

You can search directly for a word by typing in a word or group of letters and then pressing either search key. The Organizer will display the first entry (if any) that starts with that word or letters. If no such entry exists, then the message "NOT FOUND!" will be displayed briefly. The ∨ will search forward in time and ∧ will search backwards in time.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Keyword search

You can search schedule entries selectively by using a keyword or part of a word. Simply type in a word or group of characters that appear anywhere in the entry. You can use any number of letters, numbers or symbols. Next, press SHIFT followed by ∨ to search forward or SHIFT followed by ∧ to search backward in time. The Organizer will then display the first entry that contains this keyword. If no such entry exists, then the message "NOT FOUND!" will be displayed briefly. To continue a keyword search simply press SHIFT followed by the search key again. Each time you do this the next entry containing the keyword will appear. You can reverse the search at any time by simply pressing SHIFT followed by the search key in the opposite direction.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Skipping empty dates

You can have the Organizer display every entry but skip over any empty dates. Simply press SHIFT followed by a search key (without typing a keyword). The Organizer will then search forward or backward and display the next entry. Continue pressing SHIFT followed by a search key and the Organizer will continue to skip empty dates. Once there are no more entries (in a particular direction) the Organizer will display "NOT FOUND!". You can also display all the entries (past and future) while skipping empty dates. From any date, press C·CE twice. Then press SHIFT followed by a search key. Using ∨ will start from 1901 and search through the year 2099. Using ∧ instead will search from 2099 through 1901. Each time you press SHIFT followed by a search key, the Organizer will search for the next entry and skip any blank dates.

Selecting today's date

Pressing SHIFT followed by SCHEDULE will display the current date (as determined by the Home clock). The appointment stored with the current time (or earlier) will be displayed on the screen.

Jumping to a particular date

Press C·CE once. Type in a date you would like to review, using the same format that is currently displayed. Press SCHEDULE and the first entry of that date will be displayed. You can review that day's event by pressing ∨ or using one of the search techniques discussed earlier.

Jumping to a particular date from the CALENDAR mode

When a calendar is displayed, a dot " ■ " next to a date means that an event has been stored in the SCHEDULE mode. A dot near the top of the date means a morning appointment and a dot near the bottom means an afternoon appointment. An event without a time will appear as a "morning" dot near the top of the date. To view a particular date in detail, simply move the flashing cursor using ◀, ▶, ▲, or ▼. Once the cursor is over the particular date, press SCHEDULE. Use ∨ to display each entry or use one of the search techniques discussed earlier.

Various Schedule Display Methods

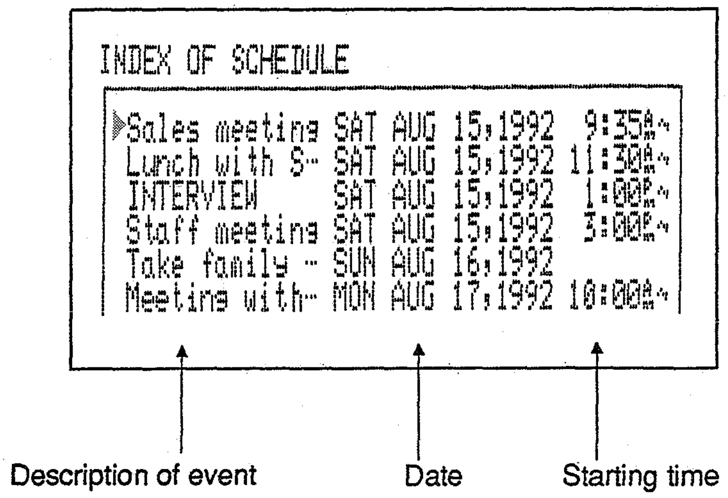
The entries that you recalled so far are displayed on a single item basis. These items can be collectively listed on the display by index and on a daily or weekly basis.

Index display

Entries can be listed by index as follows:

1. Press SCHEDULE .
2. Press SHIFT INDEX to set the Index Display mode.
   Up to six items can be listed.

   Note: Only the first 13 characters of a schedule entry are displayed. Any data exceeding this limit is displayed as "...".



```
INDEX OF SCHEDULE
▶Sales meeting SAT AUG 15,1992  9:35AM
 Lunch with S… SAT AUG 15,1992 11:30AM
 INTERVIEW     SAT AUG 15,1992  1:00PM
 Staff meeting SAT AUG 15,1992  3:00PM
 Take family … SUN AUG 16,1992
 Meeting with… MON AUG 17,1992 10:00AM
```

The entry being displayed when SHIFT INDEX is pressed will appear at the top of the list. If no entry is being displayed when SHIFT INDEX is pressed, the entry for that day will be displayed at the top of the list. If no entry for that day exists, the nearest future entry will appear at the top of the list.

Press ▲ or ▼ to move the cursor "▶" up or down and the entries outside the screen can be viewed. When the cursor "▶" is at the top or bottom row, the screen scrolls line by line each time ▲ or ▼ is pressed.

The Search keys cause the screen to scroll in units of 6 lines to allow you to view the previous or next screen. Press ∨ or ∧ to view more distant future or past entries, respectively.

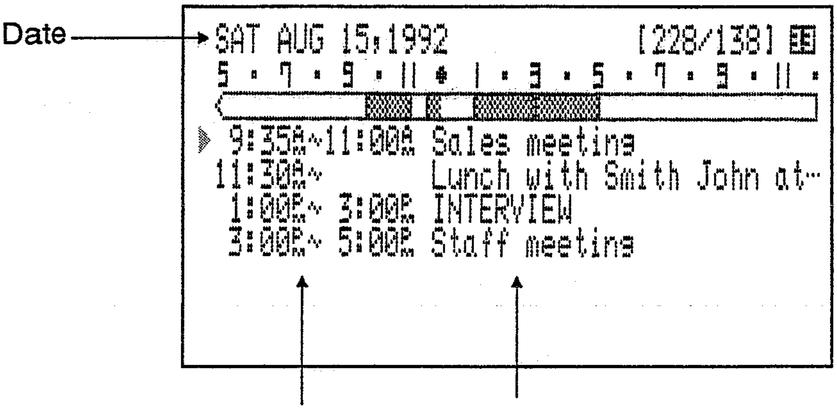
If you press ENTER while in the Index Display mode, the original schedule display will appear and the entry indicated by the cursor "▶" will be displayed.

You can also delete an entry from the index display by moving the cursor next to the entry and pressing DEL .

Daily display

Entries can be displayed in a daily view as follows:

1. Select a day in SCHEDULE mode for the daily view.
2. Press DAILY to select the Daily Display mode.



```
SAT AUG 15,1992                [228/138]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
▶ 9:35A~11:00A Sales meeting
 11:30A~       Lunch with Smith John at…
  1:00P~ 3:00P INTERVIEW
  3:00P~ 5:00P Staff meeting
```

Starting time – Ending time

Description of entry
(displays up to 25 digits per entry)

The cursor "▶" will blinks before the entry.
Press ▲ or ▼ to move the cursor "▶" up or down and the entries outside the screen can be viewed. When the cursor "▶" is at the top or bottom row, the screen scrolls line by line each time ▲ or ▼ is pressed.
Press ∨ or ∧ to view the entries of the following or previous day, respectively.
If you press ENTER while in the Daily Display mode, the original schedule display will appear and the entry indicated by the cursor "▶" will be displayed in detail.

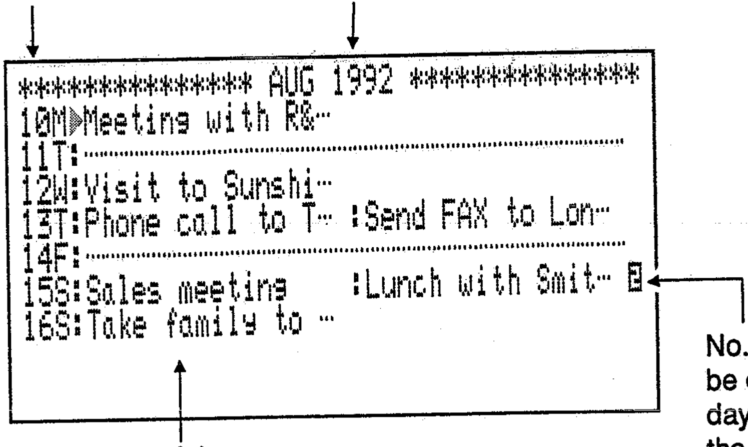
Weekly display

Entries can be displayed in a weekly view as follows:

1. Select a day within a week in SCHEDULE mode for the weekly view.
2. Press WEEKLY to select the Weekly Display mode.

Day of the month & day of the week

Date (month & year)



```
*************** AUG 1992 ***************
10M▶Meeting with R&…
11T:.........................................
12W:Visit to Sunshi…
13T:Phone call to T… :Send FAX to Lon…
14F:.........................................
15S:Sales meeting    :Lunch with Smit… 8
16S:Take family to …
```

Description of the entry (displays up to 16 digits per entry with two entries per day.)

No. of entries yet to be displayed for this day and hidden on the right of the display (If more than 10 entries are hidden on the right of the screen, the symbol "▮" will appear.)

The screen is displayed in units of weeks.
The cursor "▶" blinks at the right of the day displayed in Step 1 above. Press ▲ or ▼ to move the cursor "▶" up or down.
If you press ▶ or ◀ when there are two or more entries for the same day, the cursor "▶" will move to the right or left by one entry. In this case, if there is any entry yet to be displayed for the day, the symbol "→" or "←" will appear at the bottom left of the screen, indicating that hidden entries are on the right or left of the screen, respectively. Press ▶ to view the hidden entry on the right of the screen or ◀ to view the hidden entry on the left of the screen.
Press ∨ or ∧ to view the entries of the following or previous week, respectively.
If you press ENTER while in the Weekly Display mode, the original schedule display will appear and the entry indicated by the cursor "▶" will be displayed.
The number displayed in reverse video at the right end of a line (if any), indicates the number of entries yet to be displayed and hidden on the right of the screen.

Editing Scheduled Data

Previously scheduled data may be edited and corrected as follows:

1. Select the SCHEDULE mode and display the entry you want to make a correction.
2. Press SHIFT EDIT to set the Edit mode and a blinking cursor will appear.
3. Correct the data. (See "Making Corrections" on page 24.)
   If you want to change the date, move the cursor to the date with ▲ and then enter the new date.
4. Press ENTER to store the edited data.

Note: With this Organizer, you can save the changes as a new entry without changing the original. Simply press SHIFT ENTER instead of just ENTER in Step 4 . This function is convenient for making an entry which has the same description as the original entry but differs only in date.

Deleting Scheduled Data

The amount of data that can be stored in the memory is limited. When the memory reaches its capacity, no more information can be entered. For this reason, it is a good idea to periodically delete unnecessary data. This can be done by the following three methods:

1. Deleting one entry at a time
2. Deleting entries for an entire month, week, or day.
3. Deleting all the entries stored in the SCHEDULE mode

Deleting one entry at a time

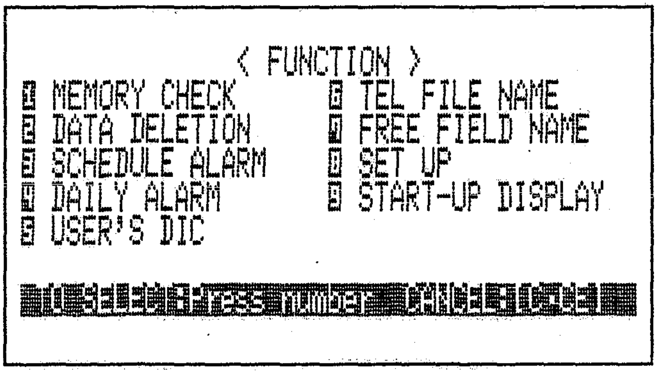
1. First recall the entry you want to delete on the display or move the cursor "▶" to the data to be deleted during the Index Display mode.
2. Press DEL and the delete prompt message "DELETE? Y/N" will appear.
3. Press Y.
   If you do not want to delete the entry, press N.

Deleting entries for an entire month, week, or day

1. Press CALENDAR and display the calendar of the month during which all entries you want to delete have been scheduled. Use ∨ or ∧ to view different months.
   If you want to delete all entries scheduled during a week, use WEEKLY and ∨ or ∧ to set the Weekly Display mode for the week.
   If you want to delete all entries scheduled during a day, use DAILY and ∨ or ∧ to set the Daily Display mode for the day.
2. Press DEL and the delete prompt message will appear.
3. Press Y and a message "TO CONFIRM DELETIONS: [ENTER]" will appear. (Press N to cancel the deletion.)
4. Press ENTER .
   If you do not want to delete the entries, press any key other than ENTER in Step 4.

Deleting all the entries stored in the SCHEDULE mode

1. Press SHIFT FUNCTION to recall the Special function menu display.


< FUNCTION >
1 MEMORY CHECK
2 DATA DELETION
3 SCHEDULE ALARM
4 DAILY ALARM
5 USER'S DIC
6 TEL FILE NAME
7 FREE FIELD NAME
8 SET UP
9 START-UP DISPLAY
Press number

2. Select "2 DATA DELETION".
3. Select "4 SCHEDULE".
4. Select "1 SCHEDULE" and the delete prompt message "DELETE ? Y/N" will appear.
5. Press Y .
   If you do not want to delete all the entries in memory, press N .

Note: When the Secret function is activated, a message "SECRET MODE ON !" appears on the display. In this case, the Secret function must be turned off before deleting the data.

Using the Schedule Alarm

The Organizer has two types of alarms, a schedule alarm and a daily alarm (to be explained later). The schedule alarm sounds when the time for a scheduled appointment or other item on the entry arrives. The alarm can be set to sound at any given time before the scheduled time on the entry so that you can prepare for the important appointment or meeting. The entry which caused the alarm to sound will be displayed for your viewing.

Note: The alarm will sound and the appointment will be displayed even if the Organizer is off.

Alarm times may be set for any number of entries. The alarm sound can be turned off by simply pressing C·CE .

Setting the schedule alarm

The schedule alarm can be set during the input, recalling, or editing of an entry by pressing SHIFT ALARM . The symbol "🔔" will appear to the left of the starting time for the entry on the display, indicating that the alarm time has been set for the entry.

If you press SHIFT ALARM while "🔔" is being displayed, the alarm will be canceled and "🔔" will disappear.

For example, to set an alarm at 09:50 for a meeting scheduled on August 25, 1992 during 10:00 AM to 11:00 AM while making this Schedule entry:

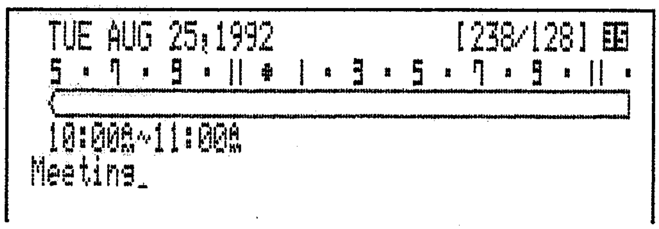
1. Type in date, time(s), and entry discription.

SCHEDULE C·CE

08251992 SCHEDULE

1000 AM 1100

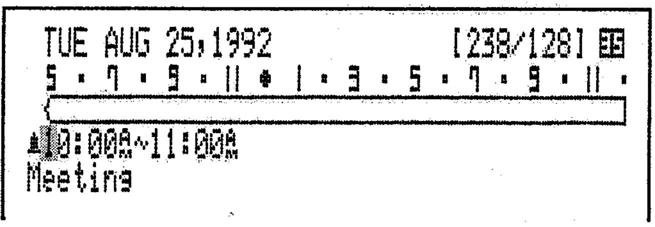
AM Meeting



```
TUE AUG 25,1992          [238/128]
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
10:00AM~11:00AM
Meeting_
```

2. Set the alarm.

SHIFT ALARM

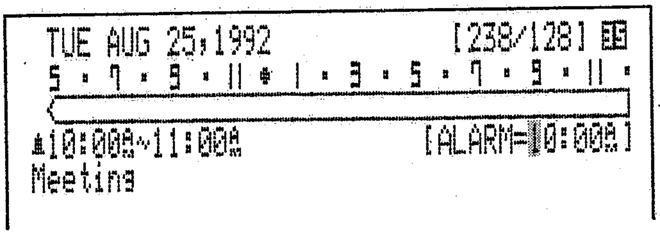


```
TUE AUG 25,1992          [238/128]
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
🔔10:00AM~11:00AM
Meeting
```

The symbol "🔔" appears before the scheduled starting time.

3. Press ENTER when you are finished typing a description.

ENTER

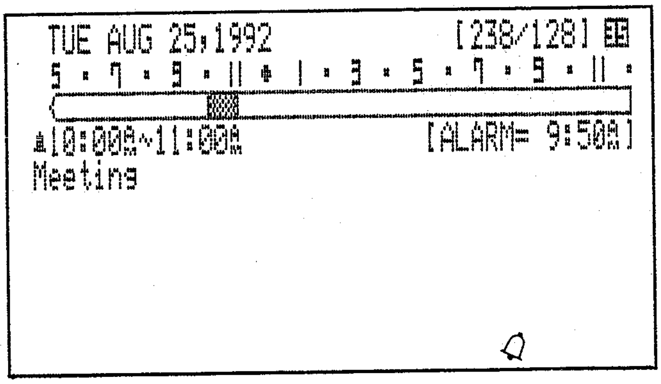


```
TUE AUG 25,1992                 [238/128]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
▲10:00A~11:00A            [ALARM=10:00A]
Meeting
```

The alarm time will appear on the right side of the display immediately below the bar chart. The default alarm time is the same as the starting time.

4. Enter the designated alarm time (09:50 hours in this case) and set the alarm time.

0950 AM ENTER



```
TUE AUG 25,1992                 [238/128]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
▲10:00A~11:00A            [ALARM= 9:50A]
Meeting
                                       🔔
```

Note: The entry is not stored in memory until you press ENTER after setting an alarm time.

The set alarm time will appear on the right side of the display immediately below the bar chart. If you wish to use the default alarm time, press ENTER only.

The symbol "🔔" will appear near the right bottom end of the display, indicating that the alarm will sound at the set alarm time.

Note: If the alarm time you are entering has already passed, a message "ALARM TIME ELAPSED !" will appear momentarily. Enter the correct alarm time and press ENTER or press SHIFT ALARM to cancel it.

"🔔" appears or disappears each time SHIFT 🔔 is pressed. After the alarm has sounded, "▲" will disappear and the entry will remain in memory without the alarm indicator (▲).

Note: If the time set for the alarm has passed because you have moved across a time zone or you have turned off "🔔", the symbol "♣" will remain in front of the entry. In this case, press SHIFT ALARM to cancel the alarm.

If you are to set the schedule alarm for an entry already stored in memory, simply recall the entry and press SHIFT ALARM . In this case, the alarm time will default to the starting time. You need to edit the entry if you wish to set a different alarm time.

Changing the alarm time

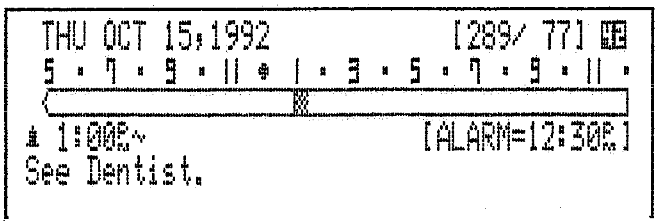
If the alarm is set for an entry, the word "ALARM" and the set time will appear on the right side of the display directly below the bar chart. To change the alarm time of an existing entry, press SHIFT followed by EDIT .

To change the alarm time set for the following entry for the alarm to sound 15 minutes earlier, for example:

Date	Start & end times	Description	Alarm time
Oct 15, 1992	1:00 PM –	See Dentist.	12:30 PM

1. Enter the date and time of the entry and then enter and set its alarm time, for practice.

   SCHEDULE C·CE
   10151992 SCHEDULE
   0100 PM ENTER
   See Dentist. SHIFT
   ALARM ENTER
   1230 PM ENTER



```
THU OCT 15,1992              [289/ 77]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
♣ 1:00P~                [ALARM=12:30P]
See Dentist.
```

2. Display the entry whose alarm time is to be changed.

   SCHEDULE
   ∨ or ∧

   Keep pressing ∨ or ∧ until the entry(s) for the desired date is displayed.

3. Select the Edit mode.

   SHIFT EDIT

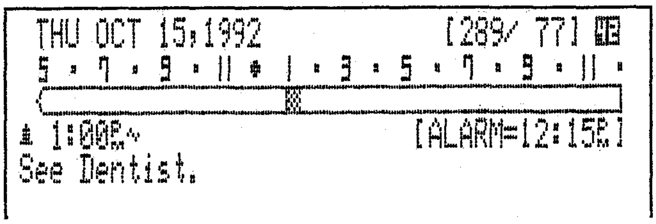
   The cursor will blinks at the starting time.

4. Move the cursor to the alarm time.

   ENTER

5. Enter and set the new alarm time.

   1215 PM ENTER



```
THU OCT 15,1992                [289/ 77]
5 · 7 · 9 · 11 · 1 · 3 · 5 · 7 · 9 · 11 ·
1:00PM~                 [ALARM=12:15PM]
See Dentist.
```

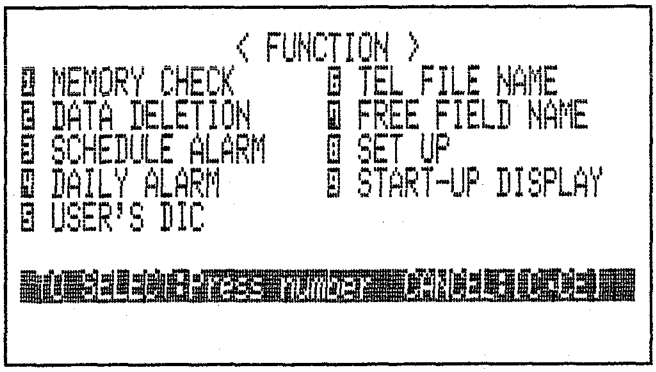
Displaying the schedule alarm times

A list of all schedule alarm times, including the date and starting time of each entry for which an alarm time has been set can be viewed using the Special function 3.

To display the schedule alarm list:

1. Select the Special function mode.

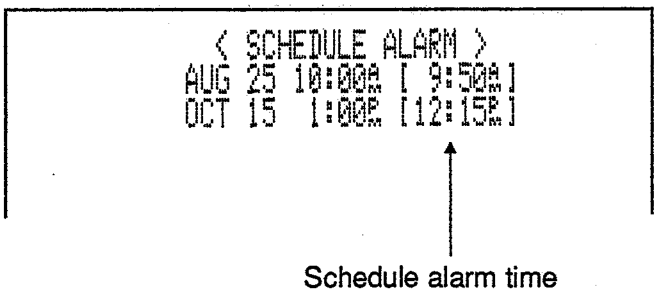
   SHIFT FUNCTION



```
              < FUNCTION >
1 MEMORY CHECK         6 TEL FILE NAME
2 DATA DELETION        7 FREE FIELD NAME
3 SCHEDULE ALARM       8 SET UP
4 DAILY ALARM          9 START-UP DISPLAY
5 USER'S DIC
```

2. Select “3 SCHEDULE ALARM”.

3



```
  < SCHEDULE ALARM >
AUG 25 10:00AM [ 9:50AM]
OCT 15  1:00PM [12:15PM]
```

The schedule alarm list will appear.

The date and starting times for the entries are listed in order of occurrence.
When the schedule alarm list is longer than the display, scroll it using ▼ or ▲ .

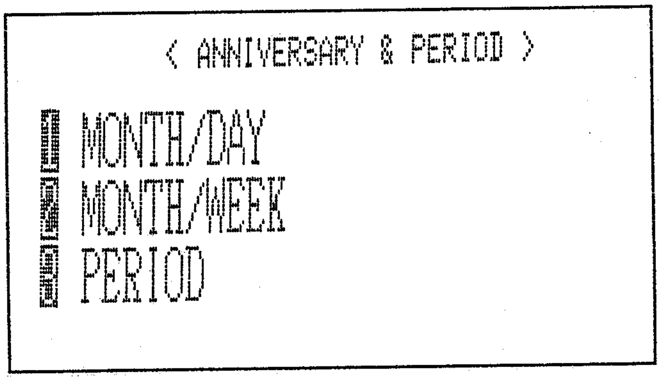
USING THE ANNIVERSARY AND PERIOD FUNCTION

Information on annual occasions and events such as birthdays, holidays, and wedding anniversaries can be stored in the Organizer's memory by using the Anniversary and Period function (ANN mode). Once stored, these important dates are flagged on the applicable monthly calendars for every year from 1901 to 2099. These dates can be viewed in detail in the SCHEDULE mode. They can also be viewed by the daily or weekly display in the SCHEDULE mode. Two or more anniversary entries may be made for the same day. Also, in this function, periodic events can be stored and retrieved.

Making Anniversary/Periodic Event Entries

Anniversary dates and other special days can be input by the following three basic methods, as shown in the anniversary/period menu:

SHIFT ANN



< ANNIVERSARY & PERIOD >

1 MONTH/DAY

2 MONTH/WEEK

3 PERIOD

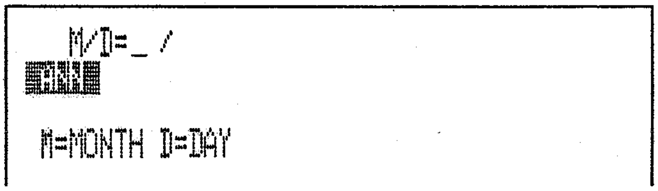
The first method (MONTH/DAY) is used for dates such as birthdays or holidays which always occur annually on the same date. The second method (MONTH/WEEK) is used for events such as holidays which always occur on a certain day of the week in a certain month. The third method (PERIOD) is mainly used for periodic events like a week long trade show.

Anniversary entries

To store your friend's birthday (NANCY) and Mother's Day (the second Sunday of May), for example:

1. Select "1 MONTH/DAY".

1



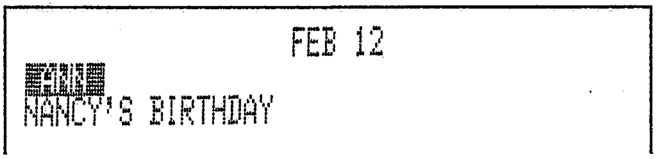
```
  M/D=_ /

 M=MONTH D=DAY
```

2. Type in 12 February and then the description of the occasion.

0212 ENTER

NANCY'S BIRTHDAY

ENTER



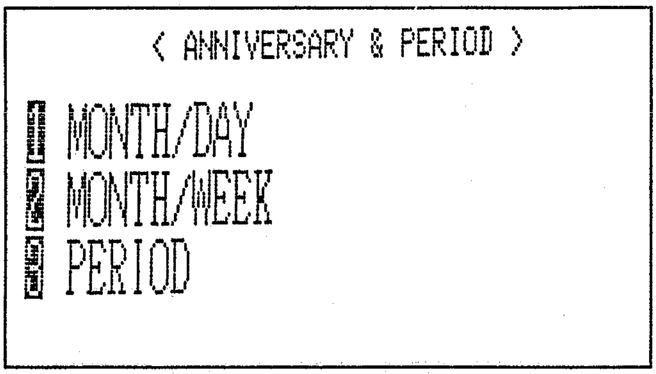
```
                FEB 12

NANCY'S BIRTHDAY
```

Note: To type in the apostrophe, use the Symbol. (see page 22).

After the description of the occasion has been typed in, another anniversary entry can be made by specifying the month and date.

3. Recall the anniversary/period menu.

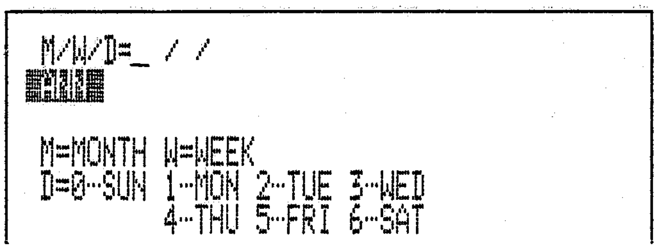
C·CE C·CE



```
    < ANNIVERSARY & PERIOD >
1 MONTH/DAY
2 MONTH/WEEK
3 PERIOD
```

4. Select "2 MONTH/WEEK".

2



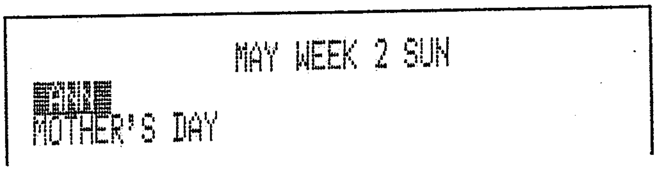
```
 M/W/D=_ / /

 M=MONTH W=WEEK
 D=0··SUN 1··MON 2··TUE 3··WED
          4··THU 5··FRI 6··SAT
```

5. Specify May, the second week, and Sunday in this order and then type in the description of the event.

0520 ENTER

MOTHER'S DAY

ENTER



```
              MAY WEEK 2 SUN
[illegible]
MOTHER'S DAY
```

The days of the week are indicated by numbers 0 to 6 in sequence as follows: 0 = Sunday, 1 = Monday and so forth, ending with 6 = Saturday.

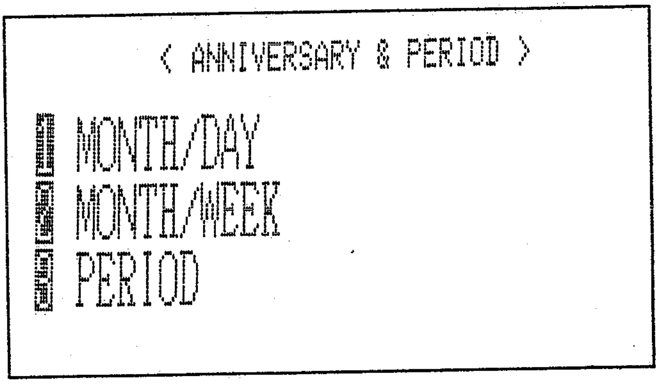
After the description of the event has been typed in, another anniversary entry can be made by specifying the month, week, and day of the week.

Periodic event entry

The following example of a periodic event is an inspection tour conducted by your boss J. Baker. The inspection will take place from August 15 to September 20.

1. Select the Anniversary/Period mode.

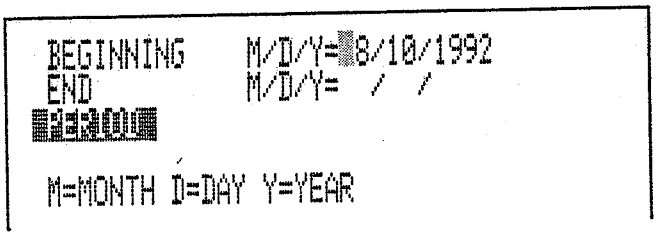
SHIFT ANN



```
      < ANNIVERSARY & PERIOD >
1 MONTH/DAY
2 MONTH/WEEK
3 PERIOD
```

2. Select "3 PERIOD".

3



```
BEGINNING    M/D/Y= 8/10/1992
END          M/D/Y=  /  /
[illegible]

M=MONTH D=DAY Y=YEAR
```

Today's date is displayed at the "BEGINNING" (starting day) position by default.

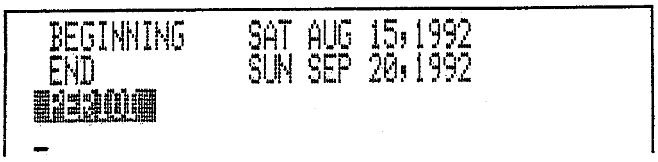
3. Enter the date when the event begins (August 15).

   08151992 ENTER

   Just press ENTER if you wish to use the default date.

4. Enter the date when the event ends (September 20).

   09201992 ENTER

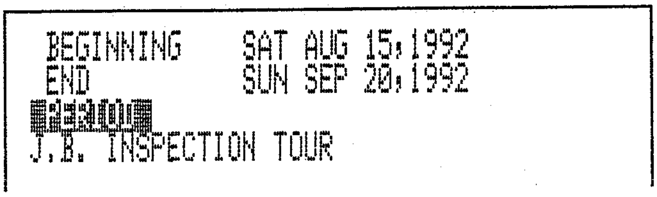


```
 BEGINNING    SAT AUG 15,1992
 END          SUN SEP 20,1992
[illegible]
_
```

5. Type in the description of the event.

   J.B. INSPECTION

   TOUR ENTER



```
 BEGINNING    SAT AUG 15,1992
 END          SUN SEP 20,1992
[illegible]
J.B. INSPECTION TOUR
```

After the description of the event has been typed in, another periodic event entry can be made by specifying the date.

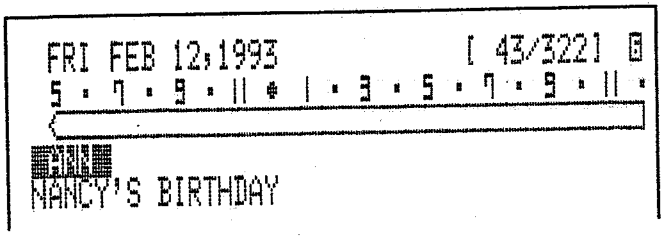
Retrieving Anniversary/Periodic Event Entries

Anniversary and periodic events that have been stored in memory by this function can be reviewed by specifying the "MONTH/DAY", "MONTH/WEEK", or "PERIOD" in the same manner as they were made. After specifying the "MONTH/DAY", "MONTH/WEEK", or "PERIOD", the entries in the ANN mode will be displayed in chronological order each time ∨ is pressed. If ∧ is pressed, they are displayed in reverse chronological order. In the CALENDAR mode, anniversary events are automatically displayed in reverse video. Also in this mode, the entire period of each periodic event is displayed as a belt-like zone in reverse video.

Displaying anniversary/periodic events in SCHEDULE mode

Anniversary entries can also be displayed in the SCHEDULE mode. If an ordinary schedule entry, an anniversary event and a periodic event have been stored on the same day, the periodic event will be displayed first, followed by the anniversary event and the ordinary schedule entry. However, each periodic event is displayed by the whole days within its period. Examples of anniversary/periodic events recalled in the SCHEDULE mode are shown below.

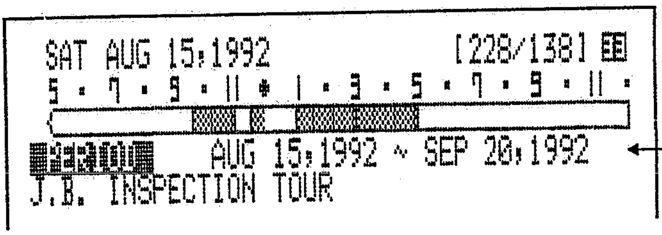
Anniversary display



```
FRI FEB 12,1993                [ 43/322]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
ANN
NANCY'S BIRTHDAY
```

Indicates an anniversary event.

Periodic event display

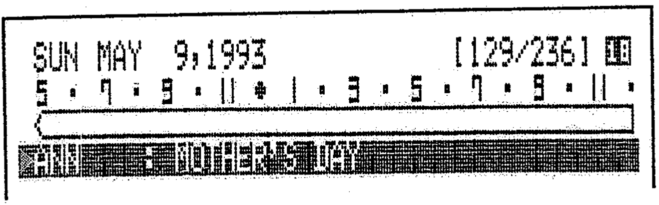


```
SAT AUG 15,1992                [228/138]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
PERIOD     AUG 15,1992 ~ SEP 20,1992
J.B. INSPECTION TOUR
```

Indicates a period.

Indicates a periodic event.

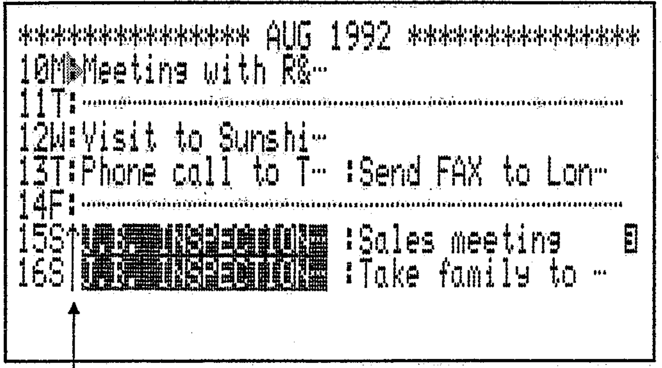
Anniversary display in Daily display mode
(Displayed in reverse video)



```
SUN MAY  9,1993                [129/236]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
ANN       MOTHER'S DAY
```

Periodic event is displayed as PERIOD.

Periodic event display in Weekly display mode
(Displayed in reverse video)



```
************** AUG 1992 **************
10M▶Meeting with R&…
11T:.......................................
12W:Visit to Sunshi…
13T:Phone call to T… :Send FAX to Lon…
14F:.......................................
15S↑[illegible] :Sales meeting     ▣
16S|[illegible] :Take family to …
```

Indicates the range of the periodic event
(Not displayed for anniversary events.)

Editing Anniversary/Periodic Event Entries

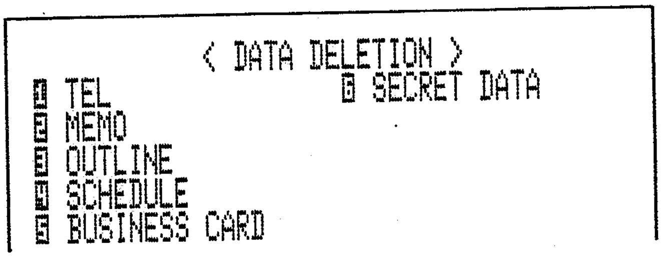
Any of the anniversary/periodic entries stored in memory may be edited for correction by retrieving it and pressing SHIFT then EDIT to select the Edit mode. (See "Making Corrections" on page 24.)
However, these entries cannot be edited and corrected while they are being displayed in the SCHEDULE mode. They can be corrected only in the ANN (PERIOD) mode. After editing, be sure to press ENTER to store the corrected data. If your press SHIFT ENTER instead of just ENTER , the changes will be stored as a new entry without changing the original entry.

Deleting Anniversary/Periodic Event Entries

You can delete any or all of the entries stored under "MONTH/DAY", "MONTH/WEEK", or "PERIOD". However, these entries cannot be deleted while they are being displayed in the SCHEDULE mode. They can be deleted only in the ANN (PERIOD) mode. To delete an individual entry, recall it and press DEL . The delete prompt display will appear to confirm that you really want to delete the entry being displayed.
To delete all the entries stored under "MONTH/DAY", "MONTH/WEEK", or "PERIOD", use the Special function 2.

1. Select the Special Function mode and select “2 DATA DELETION”.

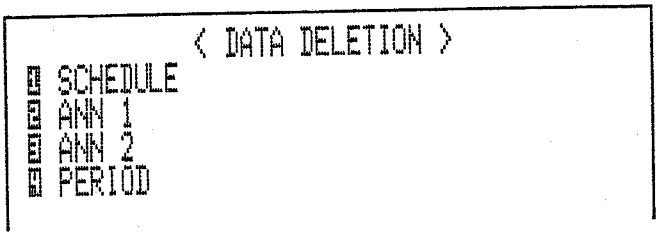
SHIFT FUNCTION 2



```
        < DATA DELETION >
1 TEL               6 SECRET DATA
2 MEMO
3 OUTLINE
4 SCHEDULE
5 BUSINESS CARD
```

2. Select “4 SCHEDULE”.

4



```
        < DATA DELETION >
1 SCHEDULE
2 ANN 1
3 ANN 2
4 PERIOD
```

3. Select “2 ANN 1” (MONTH/DAY anniversaries), “3 ANN 2” (MONTH/WEEK anniversaries), or “4 PERIOD”.
   The delete prompt display will appear to confirm that you want to delete all the entries under the selected category.

4. Press Y .
   If you do not want to delete all the entries under the selected category, press N .

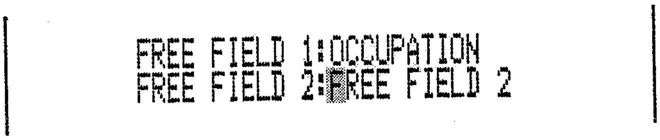
The TEL 1 prompt for inputting the free field name will appear.

Note: To name any free field for the TEL 2 or TEL 3 directory, select “2 TEL 2 FREE FIELD NAME” or “3 TEL 3 FREE FIELD NAME”, respectively. Setting free fields in TEL 1 does not affect TEL 2. This allows for greater flexibility.

3. Type in the free field name.

C·CE OCCUPATION

ENTER



```
FREE FIELD 1:OCCUPATION
FREE FIELD 2:FREE FIELD 2
```

You may give names such as Hobby, Family, etc. to the rest of the free fields by repeating this step. Remember that the free field name will not be registered if you do not press ENTER .

4. Press C·CE twice to exit from the above free field input prompt display.

Note: You can press C·CE twice when you are finished at any time.

Canceling free field names:

If you wish to “turn off” the free field prompt in the future, you must enter “FREE FIELD 1” in place of “OCCUPATION”. You must type it exactly and in all “CAPS”. Use the same method to disable any other free field names.

Making Telephone Entries

Storing an entry into the Telephone function is very straight forward. Simply answer each prompt (NAME?, NUMBER?, etc.) and press ENTER after each one.

Telephone listings can be entered into any of the three directories selected by pressing TEL . The directories appear cyclically starting from TEL 1 each time TEL is pressed.

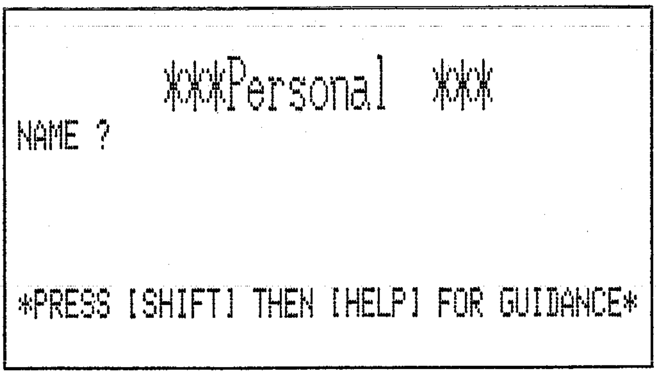
TEL 1 → TEL 2 → TEL 3 → TEL 1 → .....

For practice, type the following example into the TEL 1 directory (the Personal directory). Also use the free field named "OCCUPATION" (if you have set it).

SMITH JOHN	DAVIS MIKE
301-255-6993	404-456-7890
FAX 301-255-6996	
07436 WASHINGTON, NEW YORK, NY 10236-032	LAWRENCEVILLE, GA 30245

1. Select the TEL directory 1.

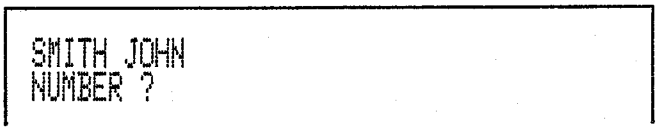
[TEL]



```
        ***Personal ***
NAME ?


*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

2. Type in the name of the person on the first listing.

SMITH JOHN [ENTER]



```
SMITH JOHN
NUMBER ?
```

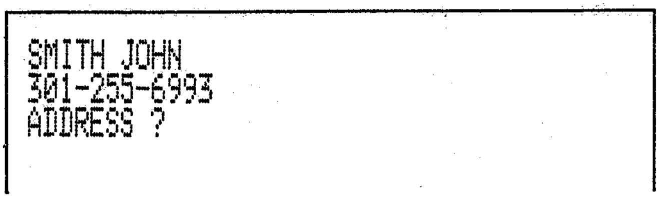
Note: Because listings are stored alphabetically (by the first word of the entry), you may wish to store the last name first. This will allow you to scan your list similar to a standard rolodex.

3. Enter the telephone number and fax number.

301-255-6993 [↵]

FAX 301-255-6996

[ENTER]



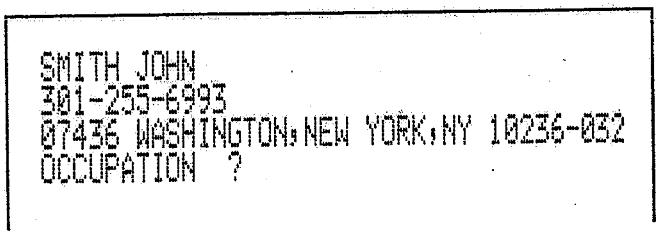
```
SMITH JOHN
301-255-6993
ADDRESS ?
```

More than one telephone number may be entered, with identifying labels such as FAX, TLX, and HOME. Press [↵] to break the phone and fax numbers evenly on the lines.

Note: If you wish to ignore this or any other prompts, simply press ENTER .

4. Type in the address of the person.

07436 WASHINGTON,
NEW YORK, NY
10236-032 ENTER

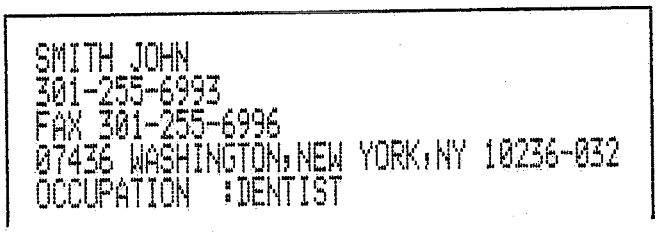


```
SMITH JOHN
301-255-6993
07436 WASHINGTON,NEW YORK,NY 10236-032
OCCUPATION  ?
```

Note: If you wish to skip the address, simply press ENTER .

5. Type in "DENTIST" in the free field 1 named "OCCUPATION".

DENTIST ENTER

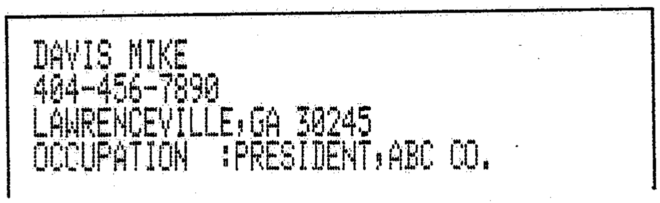


```
SMITH JOHN
301-255-6993
FAX 301-255-6996
07436 WASHINGTON,NEW YORK,NY 10236-032
OCCUPATION  :DENTIST
```

The Organizer will continue to prompt you for every free field that has been set. Continue to answer each prompt, pressing ENTER after each one. You can skip any prompt by pressing ENTER . Be sure to press ENTER until the entry is stored. The Organizer will indicate this by briefly displaying "STORED!" at the bottom of the display.

6. Enter the other listing in the same manner as above.

DAVIS MIKE ENTER
404-456-7890 ENTER
LAWRENCEVILLE,
GA 30245 ENTER
PRESIDENT, ABC CO.
ENTER



```
DAVIS MIKE
404-456-7890
LAWRENCEVILLE,GA 30245
OCCUPATION  :PRESIDENT,ABC CO.
```

Listings may be stored in any of the three directories in the same manner as above. You must press TEL one or more times until the desired directory appears on the display.

Retrieving Telephone Information

All Telephone entries (in each directory) are stored in alphabetical order. The Organizer looks to the first word, then to the second word, and so on when sorting the entries. For example; a "Davis, Craig" entry will be stored before a "Davis, Mike" entry. This allows you to scan through the entire telephone directory alphabetically, one entry at a time, using the search keys.

Note: Only the information in the name field is used for sorting.

There are three basic methods for retrieving an entry from a Telephone directory: Sequential search, Direct search, and Keyword search.

Sequential search

To view all the entries in a telephone directory, simply press ∨ . All the entries will be displayed in alphabetical order, one by one, each time you press ∨ . Use ∧ to view the previous entry. When you reach the last entry in the file, the message "NOT FOUND!" will briefly appear. The Organizer will then return you to the initial input screen of the current directory.

Note: Any time you need to jump to the top of the file (the initial input screen) just press C·CE .

Direct search

You can jump to any part of the alphabet using the "Direct search" method. Simply press a letter (or group of letters) followed by ∨ . (Remember you can press C·CE to jump to the beginning of the file.) The Organizer will display the entry whose first word begins with the letter (or letters) that you entered. For example, to see the first entry that starts with the letter "D", press C·CE D, and then ∨ . If you do not have an entry that begins with "D", an entry nearest to an entry that begins with a letter subsequent to "D" will be displayed. You can be more specific and press C·CE , DAV, and then ∨ if you are searching for "Davis, Craig". If there was an entry beginning with "Davidson, Robert", however, the Organizer would display this entry first. You could then press ∨ until "Davis, Craig" appeared.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Keyword search

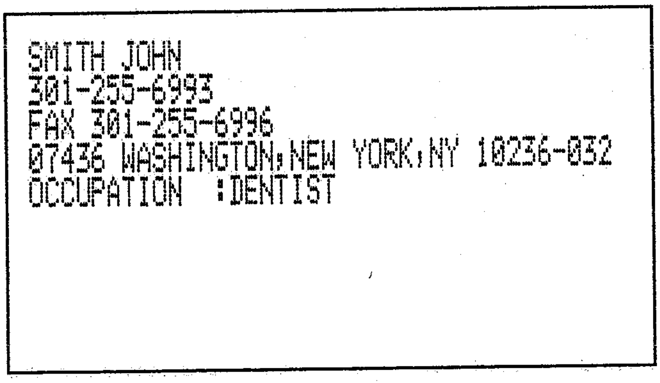
You can search for any entry that contains a certain "keyword" of your choice. Simply press C·CE, type in the keyword and press SHIFT followed by ∨ . The Organizer will then display the first entry that contains this keyword. If you press SHIFT followed by ∨ again, the next entry that contains this keyword will appear and so on. If there are no more entries that contain the keyword, the message "NOT FOUND!" will appear briefly. The Organizer will then return you to the initial input screen of the current directory.

The keyword can appear anywhere in the entry (in any field). The keyword can consist of any characters including symbols and numbers. The keyword search allows you to display everyone who lives within a certain area, for example. You could also search for anyone who lives in a certain state, or has a certain occupation. You can place special symbols (using the SMBL key) in certain entries and later search for these entries using the symbol as the keyword.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

To retrieve an entry containing the keyword "Dentist", for example, press:

C·CE Dentist
SHIFT ∨



```
SMITH JOHN
301-255-6993
FAX 301-255-6996
07436 WASHINGTON;NEW YORK,NY 10236-032
OCCUPATION  :DENTIST
```

Index Display

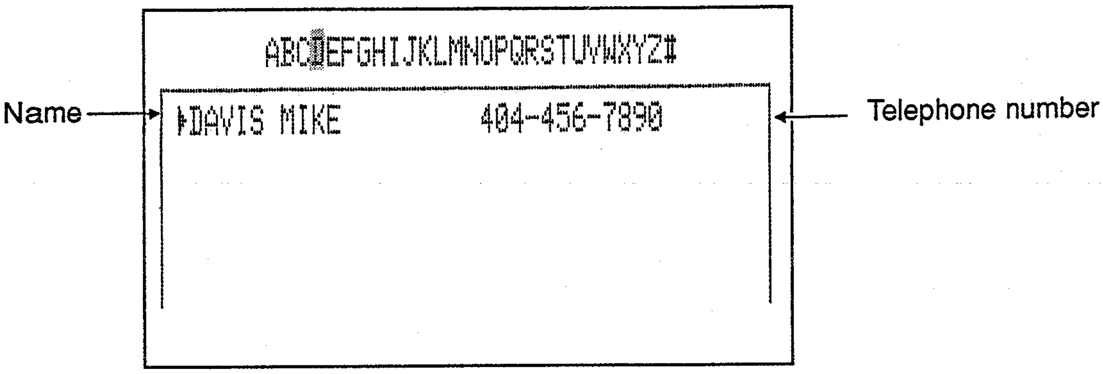
Names and telephone numbers in each directory can be listed by index (alphabetically by name).

If the first character of the name field is a number, symbol or space, names and telephone numbers are listed under the category "#".

To display names and telephone numbers by index:

1. Select the telephone directory.
2. Press SHIFT INDEX to set the Index Display mode.

Note: Only the first 20 characters of the name field and the first 16 characters of the number field are displayed per entry. Any data exceeding this limit is displayed as "· · ·".



```
ABCDEFGHIJKLMNOPQRSTUVWXYZ#
▶DAVIS MIKE          404-456-7890
```

If you press SHIFT INDEX while viewing an entry, that entry will appear at the top of the index list. If you press SHIFT INDEX while viewing the initial input screen, the first entry of the directory will appear at the top of the index list.

Each index screen contains six names and six phone numbers. Each name and number represent one entry.

Press ▲ or ▼ to move the cursor (▶) up or down. When the cursor is at the top or bottom row, the screen scrolls line by line each time ▲ or ▼ is pressed.

Press ∨ or ∧ to view entries on the following or preceding screen, respectively. Each screen lists the data (name and telephone number) of up to six persons within the same alphabetic category.

3. If ◀ or ▶ is pressed, the cursor " ▩ " will move to the left or right and the entries that begin with the letter at the cursor position will be displayed. If an alphabetic key is pressed, the cursor will jump to the specified letter and the entries that begin with the specified letter will be displayed. If you press ENTER while in the Index Display mode, the original telephone directory display will appear and the entry indicated by the cursor (▶) will be displayed. You can also delete an individual entry in the Index mode by first moving the cursor " ▶ " next to the entry and then press DEL .

Editing Telephone Entries

Any of the entries made in a telephone directory may be edited by retrieving it and pressing SHIFT EDIT to enter the Edit mode. Once the Edit mode is set, the name, telephone number(s), address, and free field data in the entry can be edited directly by using ◀ , ▶ , ▲ , ▼ , DEL , or INS . (See "Making Corrections" on page 25.) After editing, be sure to press ENTER to store the corrected data. If you press SHIFT ENTER instead of just ENTER , the changes will be stored as a new entry without changing the original entry.

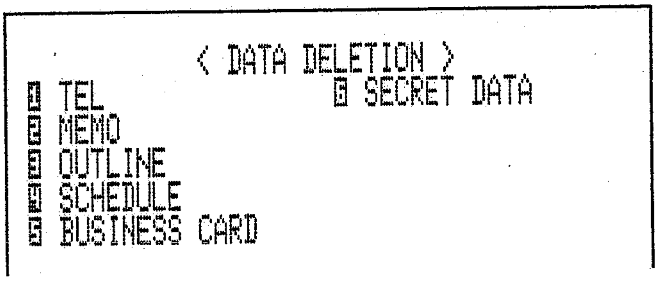
Deleting Telephone Entries

You can delete any or all of the entries registered in a telephone directory. An individual entry can be deleted by recalling it and pressing DEL or by moving the cursor (▶) to the entry you want to delete and pressing DEL in the Index display mode. The delete prompt will appear to confirm that you really want to delete the entry being displayed.

To delete all entries in any of the three directories, use the special function 2.

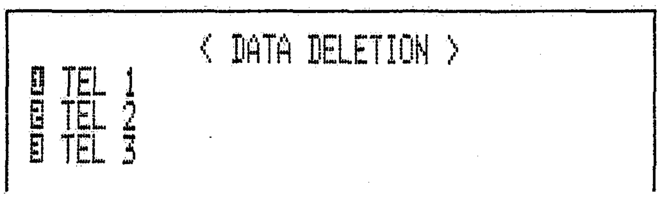
1. Recall the Special function menu and select "2 DATA DELETION".

SHIFT FUNCTION 2



2. Select “1 TEL”.

1



```
          < DATA DELETION >
1 TEL 1
2 TEL 2
3 TEL 3
```

3. Select “1 TEL 1”, “2 TEL 2”, or “3 TEL 3” and the delete prompt display will appear to confirm that you really want to delete all entries in the directory.
4. Press Y to delete all entries in the directory.
   Press N if you do not wish to delete them.

   Note: When the Secret function is activated, “SECRET MODE ON !” will appear on the display. In this instance, the Secret mode must be turned off before the data can be deleted.

Reference:
The entries are sorted in the following order:

↲ space !"#$%&'()*+,-./0123456789:;<=>?@Aa

ÄäÀàÁáÂâÃãÅåªÆæBbCcÇçDdEeëÈèÉéÊêFfGgHhIi

ïìÍíîJjKkLlMmNnÑñOoÖöÒòÓóÔôÕõºPpQqRrSsßT

tUuÜüÙùÚúûVvWwXxYyÿZz[\]^_`{|}~¢£¥₧ƒ¿½¼¡

«»øØĿŀ㏂㏘🔔☎🍷✓ǂ🏃ĳ¨˙^˘´˜˚—⓿❶❷❸❹❺❻❼❽❾×§‼→←◇αΓ

πΣσμτΦΘΩδ∞∅∈∩≡±≥≤⌠⌡÷≈°∙·√ⁿ²█

USING THE BUSINESS CARD FUNCTION

The Organizer's Business Card function allows you to easily store and retrieve important business contacts. For greater flexibility, the Business Card function will prompt you for 8 pieces of information (compared to 3 in TEL). These include:

- Company Name
  - Department Name
  - Main telephone number
  - FAX number
  - Department Address
    - Employee's name
    - Employee's position
    - Employee's extension

In addition to these, you can set up to 5 user-definable fields. The Business Card function also makes adding additional contacts for the same company easy. Once Company and department information has been stored, you can add new employee's without re-typing the department information. Simply select the company and department information from a list. Because this information is only stored once, it also save on memory.

Using the Free Fields

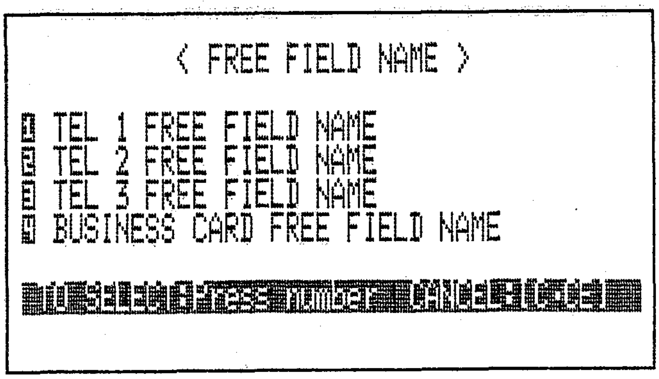
The Business card function allows you to input information in the eight standard fields (company name, department, telephone number, fax number, office address, personal name, position, and extension/direct call number) in a business card file in the Organizer's memory. In addition to these, you can set up to five other fields for data input called free fields. To use any of these free fields, you must first give a name to the free field using the Special function 7. The free field name must not exceed 12 characters.

Note: The organizer will only "prompt" you for the free fields that you set.

To use a free field by naming it "INDUSTRY" for example:

1. Display the Special function menu and select "7 FREE FIELD NAME".

   SHIFT FUNCTION 7



< FREE FIELD NAME >

1 TEL 1 FREE FIELD NAME
2 TEL 2 FREE FIELD NAME
3 TEL 3 FREE FIELD NAME
4 BUSINESS CARD FREE FIELD NAME

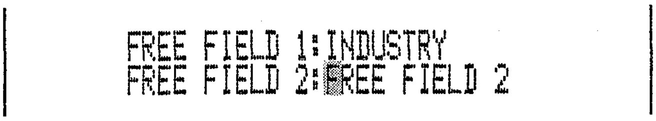
TO SELECT:Press number CANCEL:C·CE

2. Select "4 BUSINESS CARD FREE FIELD NAME" and the prompt for inputting the free field name will appear.

   4

3. Type in the free field name.

   C·CE INDUSTRY
   ENTER



FREE FIELD 1:INDUSTRY
FREE FIELD 2:FREE FIELD 2

Repeat this step for any other free fields you might want to use. Remember that the named free field name will not be registered if you do not press ENTER .

Note: The given free field names become common to all files in the BUSINESS CARD mode.

4. Press C·CE twice to exit from the above free field input prompt display.

Canceling free field names

If you wish to "turn off" the free field prompt in the future, you must enter "FREE FIELD 1" in place of "INDUSTRY". You must type it exactly and in all "CAPS". Use the same method to disable any other free field names.

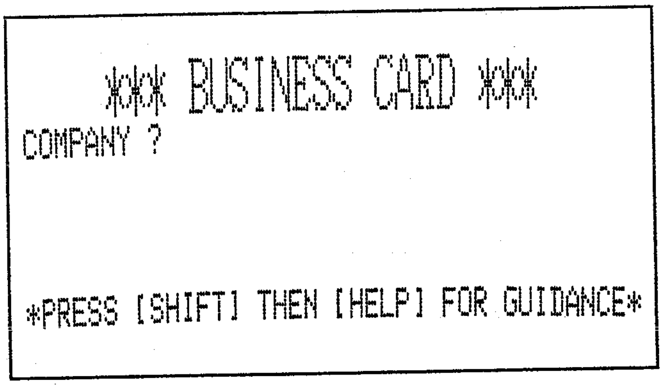
Making Business Card Entries

Business information such as customer data can be stored in a business-dedicated file in the Organizer's memory by pressing BUSINESS CARD to select the BUSINESS CARD mode.
For practice, enter the following customer data into the business card file. Also use the free field named "INDUSTRY".

COMPANY: SUNSHINE CO.
DEPARTMENT: PRODUCT MARKETING DEPT.
MAIN TEL NUMBER: 212-125-6528
FAX NUMBER: 212-125-1032
DEPT. ADDRESS: 23 E. 60TH ST. NEW YORK, NY 10022
NAME: WAYNE ROBERT
POSITION: GENERAL MANAGER
EXT/DIRECT: 212-125-9988
INDUSTRY: TEXTILE

1. Select the BUSINESS CARD mode.

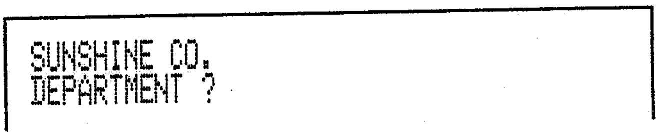
BUSINESS CARD



```
    *** BUSINESS CARD ***
COMPANY ?



*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

2. Type in the company name of the customer.

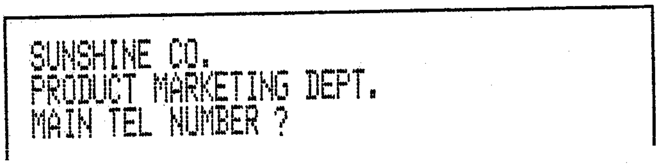
SUNSHINE CO.
ENTER



```
SUNSHINE CO.
DEPARTMENT ?
```

3. Type in the department or section name.

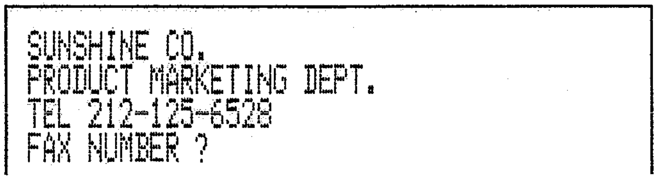
PRODUCT MARKETING
DEPT. ENTER



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
MAIN TEL NUMBER ?
```

4. Type in the telephone number.

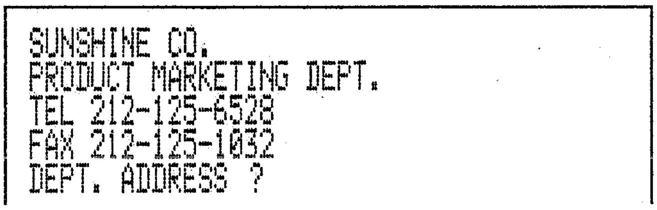
   212-125-6528 [ENTER]



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX NUMBER ?
```

5. Type in the fax number.

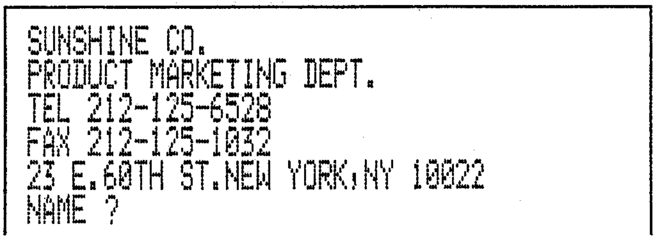
   212-125-1032 [ENTER]



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX 212-125-1032
DEPT. ADDRESS ?
```

6. Type in the office address.

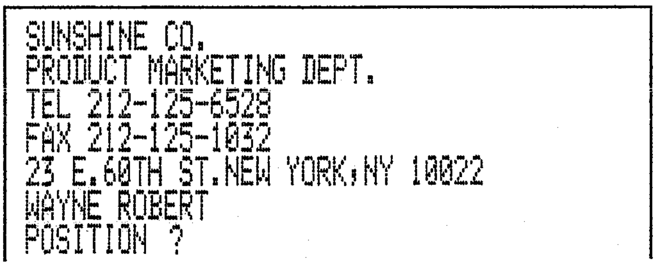
   23 E. 60TH ST.
   NEW YORK,
   NY 10022 [ENTER]



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX 212-125-1032
23 E.60TH ST.NEW YORK,NY 10022
NAME ?
```

7. Type in the customer's name.

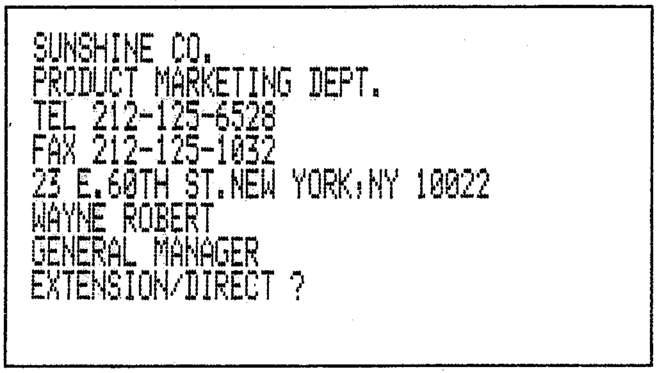
   WAYNE ROBERT
   [ENTER]



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX 212-125-1032
23 E.60TH ST.NEW YORK,NY 10022
WAYNE ROBERT
POSITION ?
```

8. Type in his position or job title in the company.

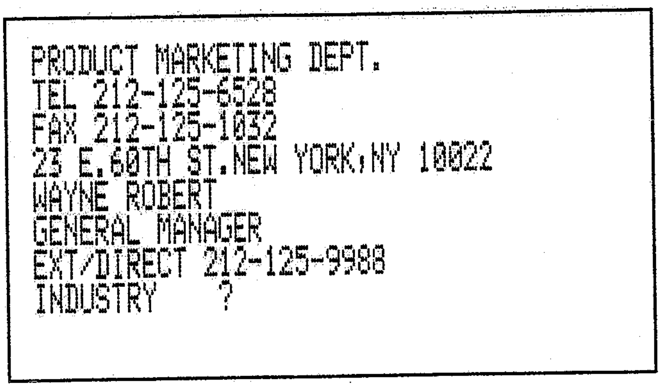
   GENERAL MANAGER
   [ENTER]



```
SUNSHINE CO.
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX 212-125-1032
23 E.60TH ST.NEW YORK,NY 10022
WAYNE ROBERT
GENERAL MANAGER
EXTENSION/DIRECT ?
```

9. Type in the extension or direct call number of the telephone.

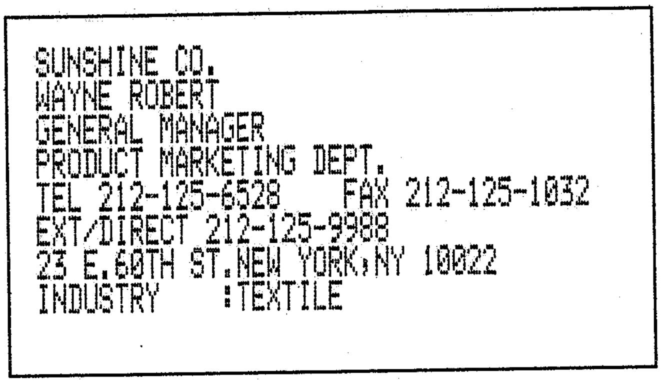
212-125-9988 ENTER



```
PRODUCT MARKETING DEPT.
TEL 212-125-6528
FAX 212-125-1032
23 E.60TH ST.NEW YORK,NY 10022
WAYNE ROBERT
GENERAL MANAGER
EXT/DIRECT 212-125-9988
INDUSTRY    ?
```

10. Type in the industrial sector of the company in the free field named "INDUSTRY".

TEXTILE ENTER



```
SUNSHINE CO.
WAYNE ROBERT
GENERAL MANAGER
PRODUCT MARKETING DEPT.
TEL 212-125-6528    FAX 212-125-1032
EXT/DIRECT 212-125-9988
23 E.60TH ST.NEW YORK,NY 10022
INDUSTRY    :TEXTILE
```

If you have other named free fields, continue to enter the data in each free field and press ENTER after each data entry. To skip past a field, simply press ENTER . (However, the COMPANY and NAME fields cannot be skipped.)

Making Additional Entries in an Existing Company

Additional entries can be added to a company (whos information has already been entered) very easily.

After you have made one or more entries in your Business Card file, you can simplify the entry procedure by typing the first letter of the company and pressing ENTER . The Organizer will display all the companies in the file whose name begins with the letter you entered. If there are more than 7 companies, the " ↓ " symbol will be displayed. Press ▼ to view the rest of the companies. If the company you want to enter is not on the list, (which means it has not been previously entered), you must press 0 to make a new entry. If the company you want to enter does appear on the list, then simply press the number next to the correct company.

The Organizer will next display a list of all the departments which have previously been entered for this company. If there are more than 2 departments entered, the " ↓ " symbol will be displayed, and you must use ▼ to view them. To enter a new department, press 0 . If the department you want is displayed, simply press the number which appears next to that department. The Organizer will now automatically enter all the department information for you. Continue to enter the information about the new contact.

Notes:

- In a business card, the number of characters that can be typed as a company name is up to 40 characters. You may use up to 512 characters for a department name, telephone number, fax number, and/or address and up to 1,536 characters for a personal name, position, EXT/Direct call number, and/or free field(s).
- The following function will not work during the entry of business card data: Cursor movement with ⇧ ▲ , ⇧ ▼ , ⇧ ▶ , or ⇧ ◀ and Line deletion with ⇧ DEL .

Retrieving Business Card Entries

All Business Card entries are stored and displayed in alphabetical order of company names, department names (within each company) and personal names (within each department) in this order. There are three basic methods of retrieving an entry from a business card file.

Sequential search

To view all the entries in a business card file, simply press ∨ . All the entries will be displayed alphabetically one by one each time you press ∨ . Use ∧ to view the previous entry. (See page 83 for the sorting sequence of entries.)

If ∨ or ∧ is pressed after the last entry in the file has been displayed, a message "NOT FOUND!" is momentarily displayed and then the initial Business card display reappears.

Direct search

Entries may be recalled by specifying the first letter of the company name you want to see and then pressing ∨ or ∧ . The first entry with the name that begins with the specified character will be displayed. If you do not have an entry with a name that begins with the specified character, an entry nearest to an entry that begins with the next character in alphabetic sequence will be displayed.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

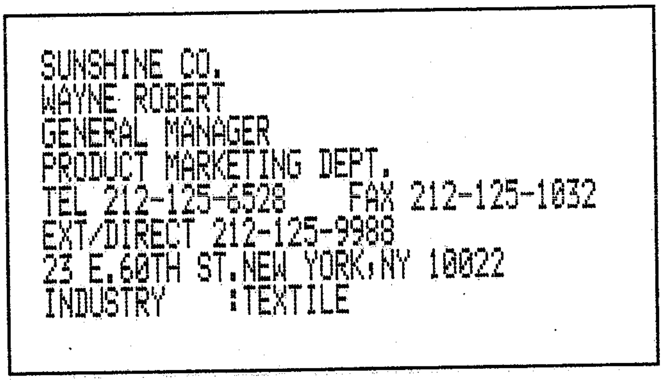
To retrieve the entry of SUNSHINE CO., for example:

C·CE S ∨

Keyword search

Entries in the Business Card function can be recalled by typing a "keyword" (any string of characters appearing in the entry), and pressing SHIFT ∨ or SHIFT ∧ . If the keyword appears in more than one entry, then all entries with the keyword can be found by typing the keyword and repeatedly pressing SHIFT ∨ or SHIFT ∧ . For example, to recall the WAYNE ROBERT entry type:

C·CE
WAYNE ROBERT
SHIFT ∨



```
SUNSHINE CO.
WAYNE ROBERT
GENERAL MANAGER
PRODUCT MARKETING DEPT.
TEL 212-125-6528    FAX 212-125-1032
EXT/DIRECT 212-125-9988
23 E.60TH ST.NEW YORK,NY 10022
INDUSTRY    :TEXTILE
```

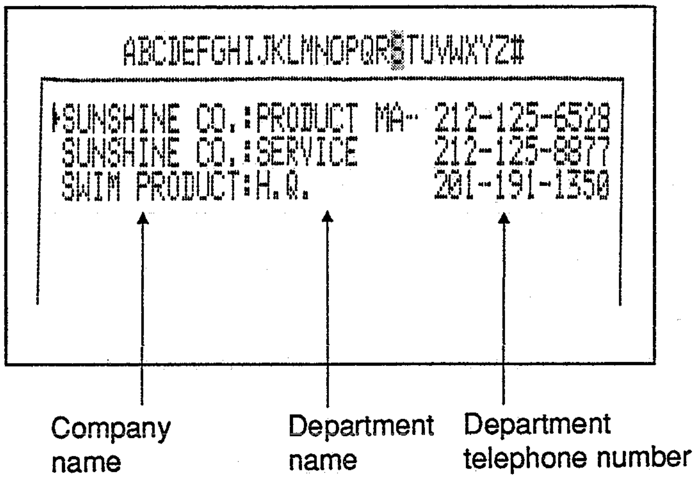
Notes:

- When the same keyword search is to be continued, the search will be made in the same direction. In other words, even if you press SHIFT ∧ after you first pressed SHIFT ∨ , the keyword will be searched in alphabetical order of entries. Conversely, even if you press SHIFT ∨ after you first pressed SHIFT ∧ , the keyword will be searched in reverse alphabetic order of entries.
- In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Index display

Business card entries can be listed by index (under the alphabetic category of company names). If the first character of a company name is a number, symbol or space, entries are listed under the category "#". To recall company names, department names, and telephone numbers by index:

1. Select the BUSINESS CARD mode.
2. Press [SHIFT] [INDEX] to set the Index Display mode.
   The company name (first 12 digits), department name (first 11 digits) and telephone number (first 12 digits) of each company are listed. Each item exceeding these limits is displayed as "···".



```
ABCDEFGHIJKLMNOPQRSTUVWXYZ#
▸SUNSHINE CO.:PRODUCT MA·· 212-125-6528
 SUNSHINE CO.:SERVICE      212-125-8877
 SWIM PRODUCT:H.Q.         201-191-1350
```

   The company name, department name, and department telephone number of the first entry within the same alphabetic category as the entry of the company being displayed when [SHIFT] [INDEX] is pressed will appear at the top of the list. If no entry is being displayed when [SHIFT] [INDEX] is pressed, the entries will be listed starting from the first entry in the business card file.
   Press [▲] or [▼] to move the cursor (▶) up or down and the entries outside the screen can be viewed. When the cursor is at the top or bottom row, the screen scrolls up or down one line each time [▲] or [▼] is pressed.
   Press [∨] or [∧] to jump up or down six company names within the same alphabetic category.
3. If [◀] or [▶] is pressed, the cursor "▒" will move to the left or right and the entry of the company name that begins with the letter at the cursor position will be displayed. If any alphabetic key is pressed, the Organizer will jump to the list of entries beginning with

that letter. If you press ENTER while in the Index Display mode, the normal BUSINESS CARD mode display will reappear and the first entry of the department indicated by the cursor "▶" will be displayed.

Editing Business Card Entries

Any of the business card entries stored in memory may be edited by retrieving and pressing SHIFT EDIT to select the Edit mode. To edit an entry in the business card file for making changes/corrections:

1. Retrieve the entry to be corrected. (See "Retrieving Business Card Entries" above.)
2. Press SHIFT EDIT to select the Edit mode.
   The data input prompt menu "CHANGE COMPANY ? Y/N" will appear.
   If you press Y , the company name, department, telephone number, fax number, and office address of the selected entry will be cleared.
   Type in the correct information according to the input procedure described in "Making Business Card Entries". If the first letter of the company name is typed followed by ENTER , you can select an existing company and department from a list.
   If you press N , the data input prompt menu "CHANGE DEPARTMENT? Y/N" will appear. Press Y and the department names, telephone numbers, fax numbers, and office addresses under the existing company name will be displayed.
   Select an existing department or corresponding to the entry. If not, select "0 NEW ENTRY" and type in the correct information according to the input procedure described in "Making Business Card Entries". If you do not wish to change the department, then press N .
3. Move the cursor to the name, position, or extension data to be corrected and make corrections. (See "Making Corrections" on page 24.)
4. Press ENTER to store the corrected entry.
   If you press SHIFT ENTER instead of ENTER here, the changes will be stored as a new entry without changing the original entry.

Note: You cannot edit an existing department's information. For example, if the "Product Marketing Dept" of the SUNSHINE CO. changes it's FAX number you must do the following:

(1) Create a new department with the same data except for the new FAX # (you may have to enter in a fake contact name temporarily) number.
(2) Move all employees (using "CHANGE DEPARTMENT" above) to the corrected department. The old department will be deleted. Once all members have been moved out of it.
(3) Delete the fake name created in step (1).

Deleting Business Card Entries

You can delete the entries of any or all members who belong to a specified department in the business card file. You can also delete the entire BUSINESS CARD file.

To delete personal information:

An individual's entry can be deleted by recalling it and pressing DEL . The delete prompt display will appear to confirm that you really want to delete the entry being displayed.

To delete the entries of all members under the department name:

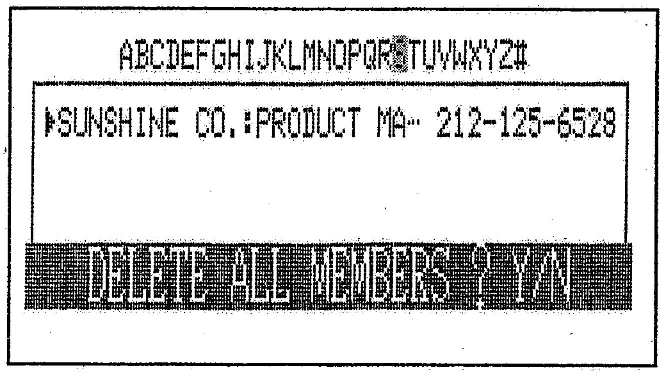
1. Display company names and department names in the Index display mode.

   SHIFT INDEX

2. Move the cursor " ▶ " to the company and department line in which the entries of all members to be deleted are contained.

3. Press DEL and the delete prompt display will appear.

   DEL



```
ABCDEFGHIJKLMNOPQRSTUVWXYZ#
▶SUNSHINE CO.:PRODUCT MA·· 212-125-6528

DELETE ALL MEMBERS ? Y/N
```

4. Press Y and a message "TO CONFIRM DELETIONS:[ENTER]" will appear.

   Y

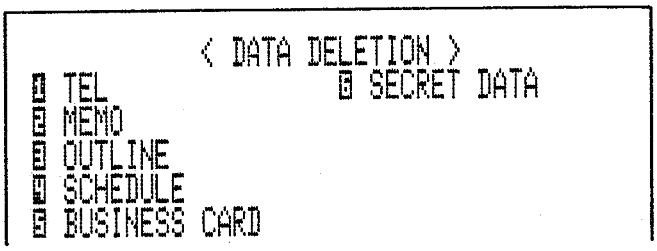
5. Press ENTER to delete the entries of all members who belong to the specified department.

   ENTER

To delete the entire BUSINESS CARD file:

1. Display the Special function menu and select "2 DATA DELETION".

   SHIFT FUNCTION
   2



```
        < DATA DELETION >
1 TEL              6 SECRET DATA
2 MEMO
3 OUTLINE
4 SCHEDULE
5 BUSINESS CARD
```

2. Select "5 BUSINESS CARD" and the delete prompt will appear to confirm that you want to delete all business card entries in memory.

   5

3. Press Y to delete the entire business card file.

Note: When the Secret function is activated, "SECRET MODE ON!" will appear on the display. In this instance, the Secret mode must be turned off before the data can be deleted.

USING THE MEMO FUNCTION

The Organizer's Memo function (MEMO mode) conveniently stores odd bits of information not appropriate for schedules, telephone directories, and business card files. If memorandum items such as prices and estimates are stored in the Organizer's memory, they can be directly used in any calculations. The stored memos are normally displayed in the order of input and normally recalled in the same order; however, you can always change the order of the memos. You must press MEMO to start the Memo function.

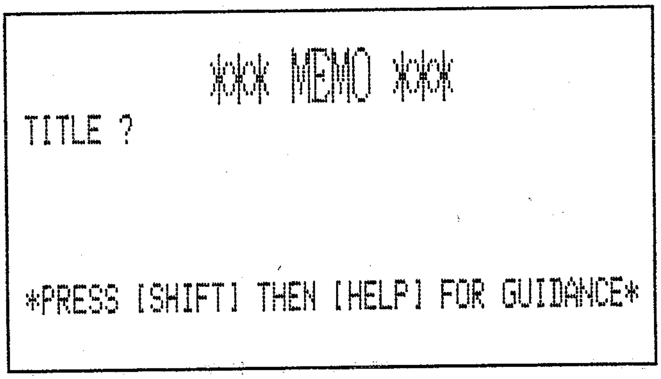
Making Memo Entries

Using the methods given in "Making Entries" in the Basic Entry procedure, type in the following two memo entries, for example:

> "ABC BANK, Chicago Branch, Account No. 272-0011223"
> "PASSPORT No. M6711888, Expires 12/25/92"

1. Select the MEMO mode.

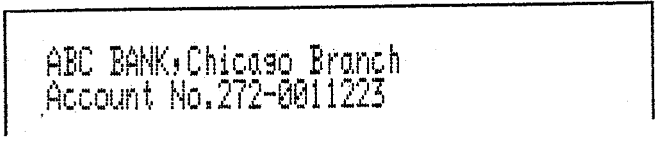
MEMO



```
               *** MEMO ***
TITLE ?


*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

2. Type in the first entry. The first line should be a "Title" for your entry.

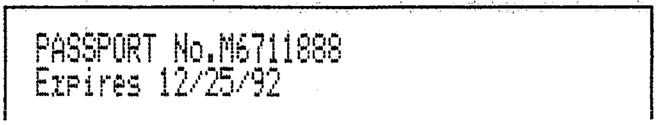
ABC BANK ,
Chicago Branch ↵
Account No.
272-0011223
ENTER



```
ABC BANK,Chicago Branch
Account No.272-0011223
```

3. Type in the second entry.

PASSPORT No.
M6711888 ↵
Expires 12/25/92
ENTER



PASSPORT No.M6711888
Expires 12/25/92

Always press ENTER to store each entry.

Word wrap function

The Organizer has a function to prevent a part of a word at the end of the current line from moving to the beginning of the next line. This function is called the word wrap function and automatically moves a string of characters input following the space or hyphen to the beginning of the next line if the character string cannot be displayed within the current line. This function is effective only in the MEMO mode and only when viewing an entry (not entry or edit).

Note: The word wrap function will work after pressing ENTER to store a memo entry.

Retrieving Memo Entries

All the memo items stored in memory are displayed in the order in which they were entered.
There are three basic methods of retrieving a memo entry.

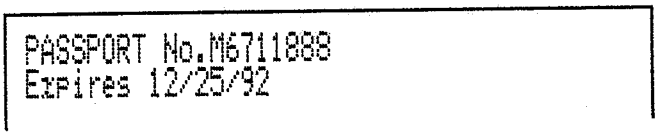
Sequential search

To view the desired memo entry, select the MEMO mode and search for it by pressing ∨ or ∧ .
Use ∨ for search in the forward direction and ∧ for backward search.
If you press ∨ after the last entry is displayed, a message "NOT FOUND!" will appear momentarily on the display. Following this message, the initial screen "TITLE?" appears to inform you that the Organizer is ready to accept additional entries.

Direct search

The desired memo may also be displayed by specifying the first letter(s) of the memo and pressing ∨ or ∧ . To search for a memo beginning with the letter "P", for example: Select the MEMO mode and search for the letter "P".

MEMO P ∨



```
PASSPORT No.M6711888
Expires 12/25/92
```

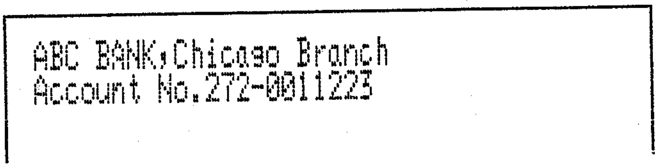
Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Keyword search

If you specify a keyword consisting of one or more letters and press SHIFT ∨ or SHIFT ∧ , the memos containing the keyword will be searched out in sequence.

To perform a keyword search for memos containing the word "Acc", for example, enter the keyword and search for it in the MEMO mode.

MEMO Acc
SHIFT ∨



```
ABC BANK,Chicago Branch
Account No.272-0011223
```

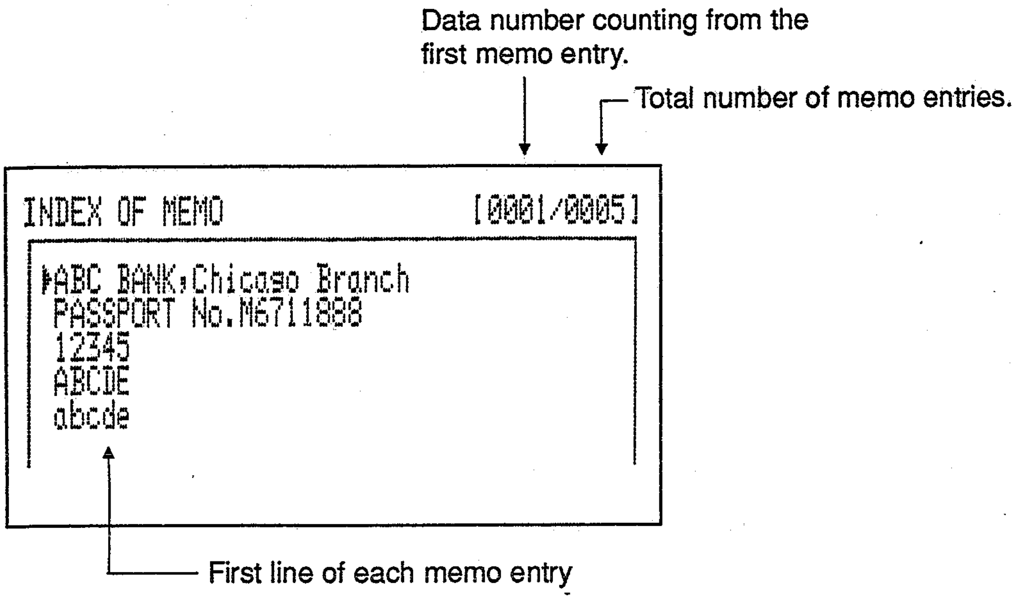
The first memo containing the keyword "Acc" will be displayed. Press SHIFT ∨ or SHIFT ∧ again if you want to search for another memo with the same keyword.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Index Display

Memo entries can be viewed in Index mode as follows:

1. Select the MEMO mode.
2. Press SHIFT INDEX to select the Index Display mode.
   Up to six memo entries are listed per screen. The first line of each entry up to 37 characters is displayed. An entry exceeding this limit is displayed as "• • •".



```
INDEX OF MEMO                [0001/0005]
 ▶ABC BANK,Chicago Branch
  PASSPORT No.M6711888
  12345
  ABCDE
  abcde
```

Data number counting from the first memo entry.
Total number of memo entries.
First line of each memo entry

The memo entry being displayed when SHIFT INDEX is pressed will appear at the top of the list.
If no memo entry is being displayed when SHIFT INDEX is pressed, the first memo entry in memory will be displayed at the top of the list.
Press ▲ or ▼ to move the cursor (▶) up or down. When the cursor is at the top or bottom row, the screen will scroll up or down one line each time ▲ or ▼ is pressed.
The Search keys cause the screen to jump up or down 6 lines to allow you to view the previous or next screen.
If you press ENTER while in the Index Display mode, you will return to the original memo display mode and the memo entry indicated by the cursor "▶" will be displayed.

Editing Memo Entries

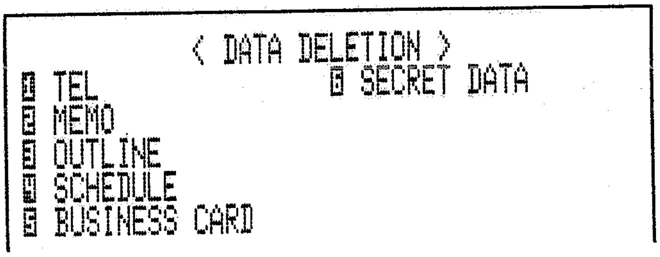
Any of the memo entries stored in memory may be edited by recalling it and pressing SHIFT EDIT to set the Edit mode. Once the Edit mode is set, the memo item can be edited directly by using ▲, ▼, ◀, ▶, INS, and DEL. (See "Making Corrections" on page 24.) After editing, be sure to press ENTER to store the corrected data. If you press SHIFT ENTER instead of just ENTER, the changes will be stored as a new entry without changing the original entry.

Deleting Memo Entries

You can delete any or all of the memo entries stored in memory. An individual memo entry can be deleted by recalling it and pressing DEL or in the Index display mode by moving the cursor " ▶ " to the memo you want to delete and pressing DEL . The delete prompt display will appear to confirm that you really want to delete the entry being displayed.
To delete all memo entries, use the Special function 2.

1. Display the Special function menu and select "2 DATA DELETION".

SHIFT FUNCTION 2



2. Select "2 MEMO". The delete prompt display will appear to confirm that you really want to delete all the memo entries in memory.
3. Press Y to delete all the memo entries.

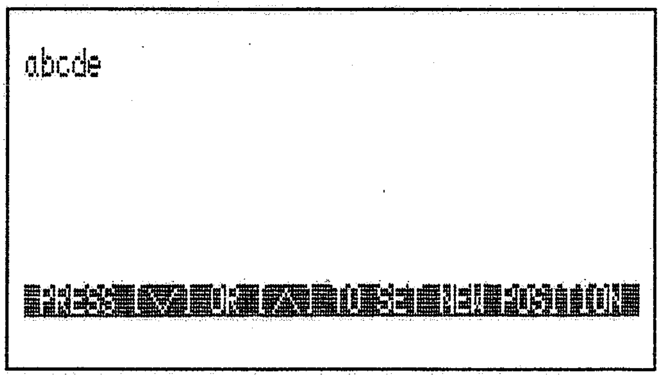
Note: When the Secret function is activated, "SECRET MODE ON!" will appear on the display. The Secret mode must be turned off before the entry can be deleted.

Rearranging Memo Entries

The order in which memo entries appear when ∨ or ∧ is pressed can be changed. First, recall the memo entry you wish to move and press INS . Then, using the Search keys, recall the memo which is to appear immediately after the memo you are moving and press ENTER . To rearrange the order of three memo entries, "12345", "ABCDE", and "abcde" to "abcde", "12345", and "ABCDE", for example:

1. Select the MEMO mode, display the entry "abcde" you want to move, and press INS .

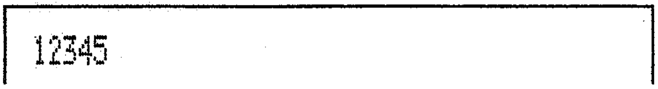
   MEMO
   v (until "abcde" appears)
   INS



```
abcde

PRESS v OR ^ TO SET NEW POSITION
```

2. Retrieve the entry which is to appear immediately after the entry you want to move using v or ^.

   ^ ^



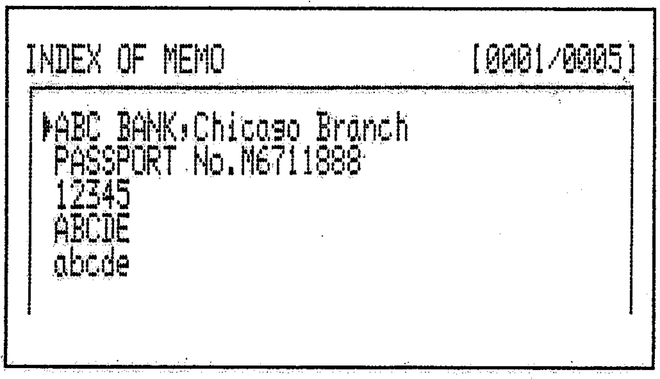
```
12345
```

3. Press ENTER .
   If you do not press ENTER here, the memo entry will remain in its original position.

In addition to the above method, the order of memo entries can be rearranged in the Index display mode as follows:

1. Press SHIFT INDEX to display memo entries in Index display mode.

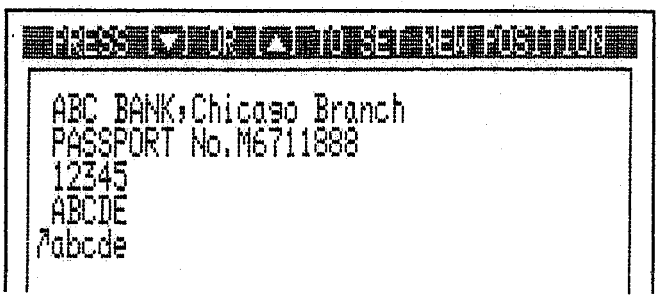
   SHIFT INDEX



```
INDEX OF MEMO                    [0001/0005]
▶ABC BANK;Chicago Branch
 PASSPORT No.M6711888
 12345
 ABCDE
 abcde
```

2. Move the cursor "▶" to the entry to be moved and press INS .

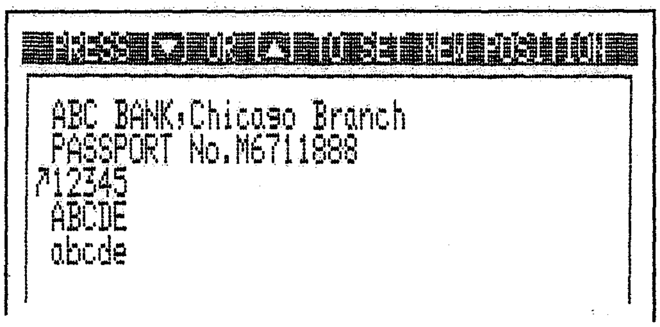
   ▼ ...
   INS



```
PRESS ▼ OR ▲ TO SET NEW POSITION
 ABC BANK;Chicago Branch
 PASSPORT No.M6711888
 12345
 ABCDE
↗abcde
```

The cursor will change from "▶" to "↗".

3. Move the cursor " ↗ " to the position into which the entry is to be inserted by using ▼ or ▲ .



```
PRESS ▼ OR ▲ TO SET NEW POSITION
 ABC BANK;Chicago Branch
 PASSPORT No.M6711888
↗12345
 ABCDE
 abcde
```

4. Press ENTER to store the changes.

Performing Calculations with Calc Data

You can performs simple calculations such as price lists and conversions using the Calc Data Functions. To do this, you must mark each with SHIFT CALC DATA in the MEMO mode to indicate that these figures are to be used for calculations.

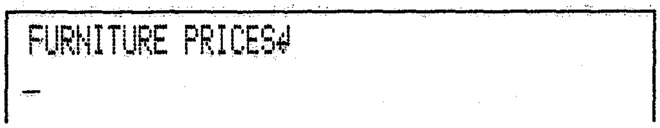
Making memo entries for calculations

To use the Calc Data Function, first enter the following price list:
To practice calculations with memo data, first enter the following price list, for example:

FURNITURE	PRICES
DESK	170.00
CHAIR	40.00
FILE	50.00
BASKET	8.00
TABLE	80.00

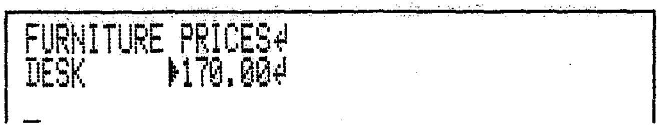
1. Press MEMO to select the MEMO mode.
2. Type in the price list and press SHIFT CALC DATA before the numeric data.

FURNITURE SPACE
PRICES ↵



```
FURNITURE PRICES↵
_
```

DESK SPACE ···
SPACE SHIFT
CALC DATA 170.00 ↵

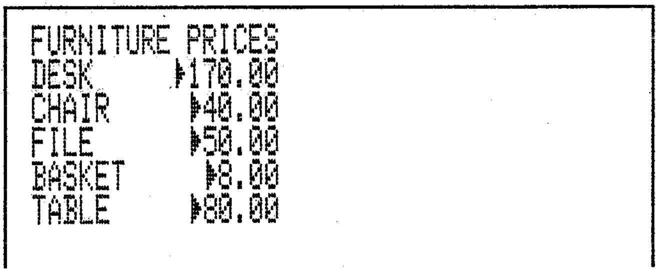


```
FURNITURE PRICES↵
DESK      ▸170.00↵
_
```

When SHIFT CALC DATA is pressed, the mark "▶" appear before the price. Any numbers on the same line following this mark can be used in calculations even if non-numeric characters such as Space are entered between them or follow the number. Only the first number from each line can be used in calculations. If the data next to "▶" appears as "▶100AB2", for example, only the first numerical part (100) will be used for a calculation.

3. Type in the remainder of the items and prices in the list and press ENTER after the last line.

CHAIR ····
TABLE SPACE ···
SPACE SHIFT
CALC DATA
80.00 ENTER



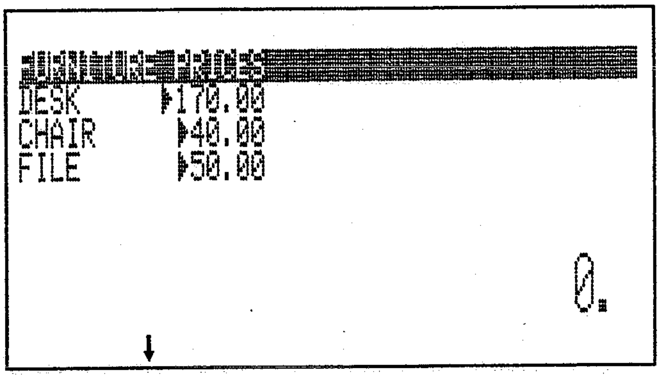
```
FURNITURE PRICES
DESK      ▶170.00
CHAIR      ▶40.00
FILE       ▶50.00
BASKET      ▶8.00
TABLE      ▶80.00
```

Be sure to press ENTER when finished.

Summing memo entries

After you have recalled the memo on which you want a calculation to be performed, press SHIFT CALC DATA and a calculator display will appear.

SHIFT CALC DATA



```
FURNITURE PRICES
DESK     ▶170.00
CHAIR     ▶40.00
FILE      ▶50.00

                          0.
       ↓
```

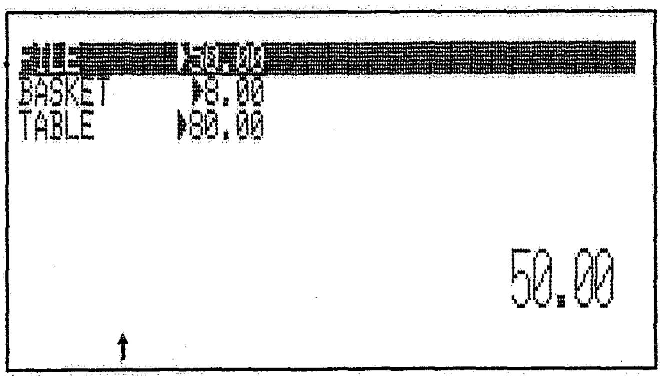
Using ▼ or ▲, highlight the entry to be used in the calculation. Press ENTER and the number will appear at the bottom line of the display so that you can perform a desired calculation on the number.

To find the total price for four FILES and four CHAIRS, for example:

1. Select the MEMO mode and recall the price list.
2. Press SHIFT CALC DATA .

3. Press ▲ or ▼ to highlight the data you wish to sum and press ENTER .

▼ ▼ ▼ ENTER

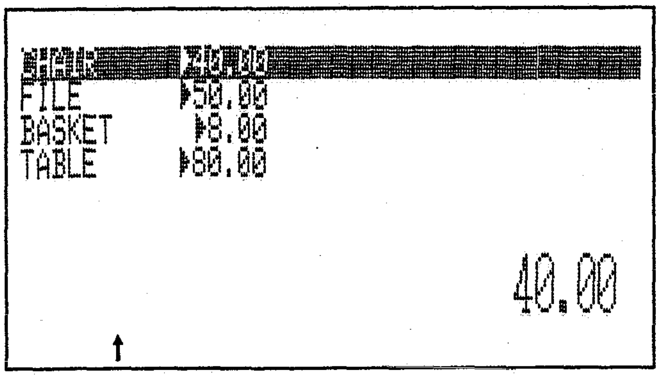


```
FILE      ▶50.00
BASKET     ▶8.00
TABLE     ▶80.00

                              50.00
     ↑
```

The price for a FILE is displayed.

4. Highlight the price of one CHAIR, then add to the FILE price.

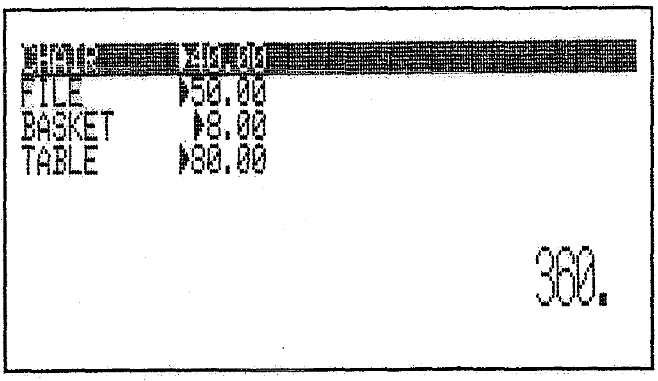
▲ + ENTER



```
CHAIR     ▶40.00
FILE      ▶50.00
BASKET     ▶8.00
TABLE     ▶80.00

                              40.00
     ↑
```

5. Multiply the total by 4 and obtain the result.

X 4 =



```
CHAIR     ▶40.00
FILE      ▶50.00
BASKET     ▶8.00
TABLE     ▶80.00

                               360.
```

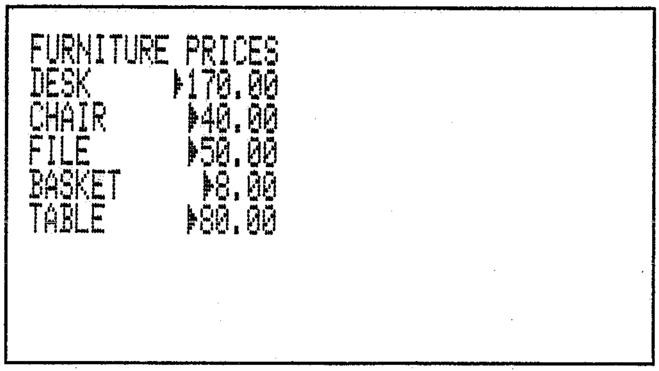
To exit from the Calc Data mode, press SHIFT CALC DATA .

Calculating with calculator memory

For calculations requiring temporary storage of numbers, use the calculator memory. For example, suppose you need to find the prices of two DESKS and four CHAIRS.

1. Recall the memo with the price list.

F ∨



```
FURNITURE PRICES
DESK      ▸170.00
CHAIR      ▸40.00
FILE       ▸50.00
BASKET      ▸8.00
TABLE      ▸80.00
```

2. Go into the Calc Data mode.

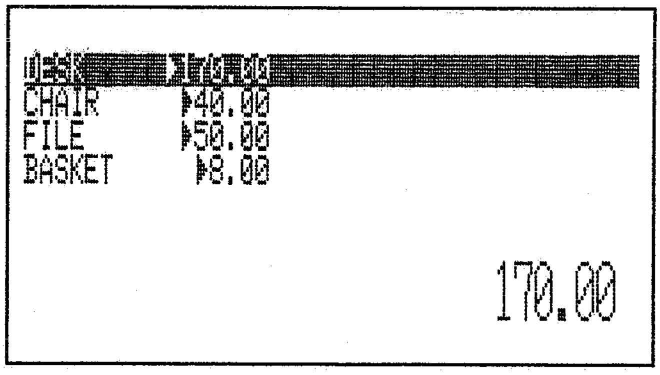
SHIFT CALC DATA

3. Clear the calculator memory.

R·CM R·CM

4. Recall the price for a DESK.

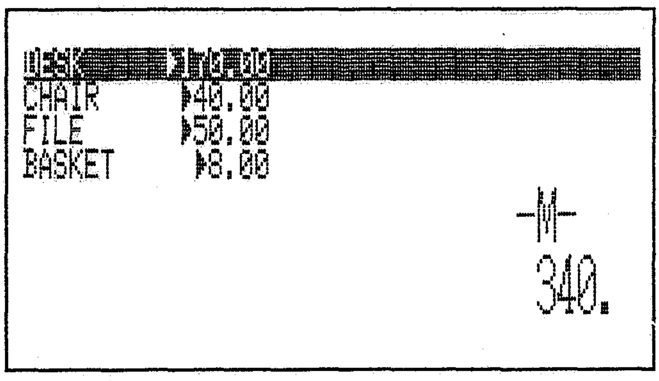
▼ ENTER



```
DESK      ▸170.00
CHAIR      ▸40.00
FILE       ▸50.00
BASKET      ▸8.00

                    170.00
```

5. Multiply the price by 2 and store the result in the calculator memory.

X 2 M+

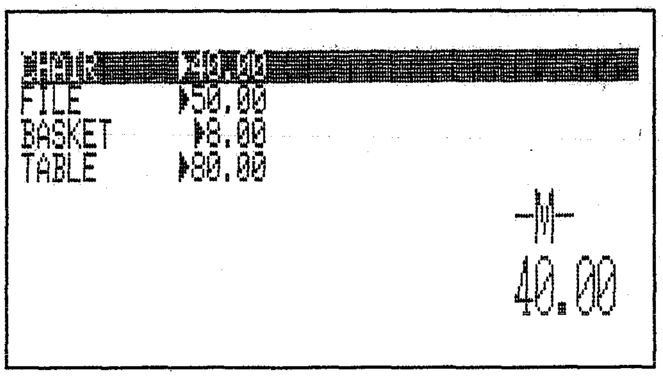


```
DESK      ▶170.00
CHAIR      ▶40.00
FILE       ▶50.00
BASKET      ▶8.00
                    -M-
                    340.
```

Note: The symbol "-M-" appears to indicate that something is stored in the calculator memory.

6. Recall the price of a CHAIR.

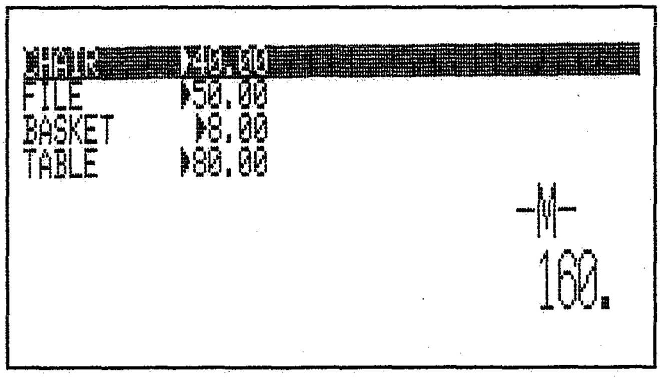
▼ ENTER



```
CHAIR      ▶40.00
FILE       ▶50.00
BASKET      ▶8.00
TABLE      ▶80.00
                    -M-
                    40.00
```

7. Multiply the price by 4 and add to the calculator memory.

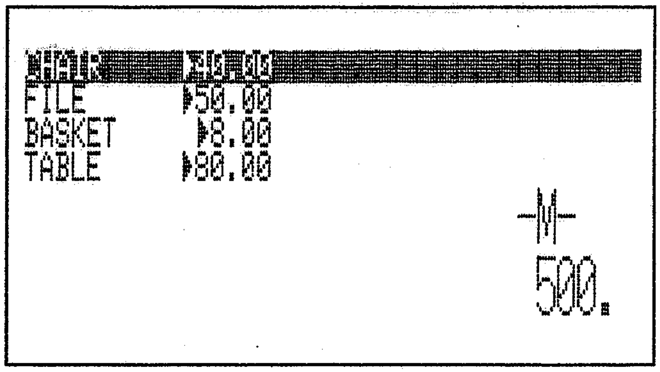
X 4 M+



```
CHAIR      ▶40.00
FILE       ▶50.00
BASKET      ▶8.00
TABLE      ▶80.00
                    -M-
                    160.
```

8. Recall the total.

R·CM



```
CHAIRS    ▶40.00
FILE      ▶50.00
BASKET     ▶8.00
TABLE     ▶80.00
                      -M-
                     500.
```

This is the total price for the two DESKS and four CHAIRS.

If you select a wrong item for calculation:

Press C·CE to cancel the erroneously selected data, then recall the data you wish to calculate using ▼ or ▲ and press ENTER.

If you type in an incorrect number, press C·CE and type in the correct one.

USING THE OUTLINE PROCESSOR FUNCTION

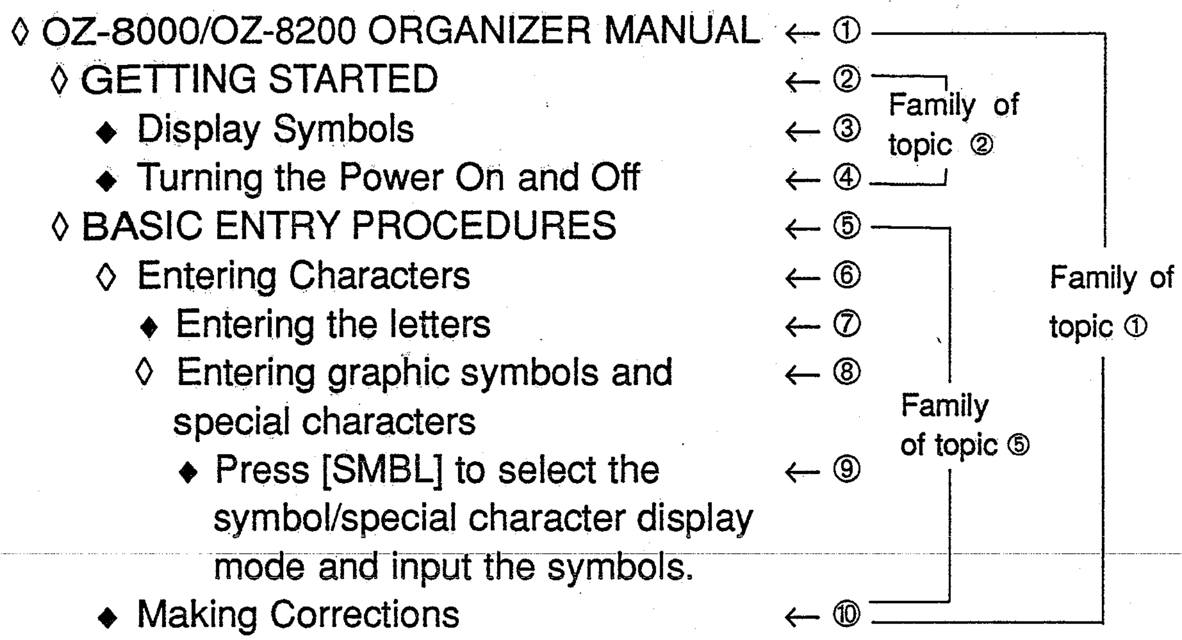
The Organizer's Outline Processor function (OUTLINE mode) allows you to create an outline of a report, listing, speech, or presentation which you wish to make. With the Outline Processor function, you only need to enter a heading and sentences (text) that you want to describe under the heading by dividing them into topics (each consisting of one or more lines of text). The contents of the created outline file can be easily edited, corrected, or re-compiled for each topic. Press OUTLINE to use the OUTLINE mode.

Creating an Outline File

In the TEL mode you can store information in three "files" (TEL 1, TEL 2, and TEL 3). Each file can contain as many entries as you need (memory permitting). In the Outline Processor mode, you can have any number of files, each containing any number of topics (memory permitting). Each topic is like an entry and can contain a maximum of 2,048 characters (2K).

Each outline is like a large family. When you create a new topic, you can determine its position in the family. Topics can be on different levels relative to other topics. If one topic is below another topic (shifted to the right) the higher level topic is called a "parent". The topic below the parent is called the "child". Topics on the same level are called "siblings". You can change a topic's position even after you have created it.

The following outline is just one example of an outline you can create.



◊ OZ-8000/OZ-8200 ORGANIZER MANUAL ← ①
  ◊ GETTING STARTED ← ②
    ◆ Display Symbols ← ③
    ◆ Turning the Power On and Off ← ④
  ◊ BASIC ENTRY PROCEDURES ← ⑤
    ◊ Entering Characters ← ⑥
      ◆ Entering the letters ← ⑦
      ◊ Entering graphic symbols and special characters ← ⑧
        ◆ Press [SMBL] to select the symbol/special character display mode and input the symbols. ← ⑨
    ◆ Making Corrections ← ⑩

Notes: ① : The first topic becomes the title (file name) of the outline. No other topic may reside on the same level as the title.

② : This topic is a child of the title. This topic is on the same level as topic ⑤, therefore these topics are siblings. This topic has only two children: topic ③ and topic ④.

③ : This topic is a child of topic ②. This topic is a sibling of topic ④.

④ : This topic's parent is topic ②. This topic is a sibling of topic ③.

⑤ : This topic is a sibling of topic ②. This topic has two children (topic ⑥ and topic ⑩).

⑥ : This topic is a child of topic ⑤. This topic has two children and one grandchild.

The diamond symbol (♦) indicates the location of the topic relative to the other topics. If this diamond symbol is solid (♦), the topic has no children. If the diamond symbol is hollow (◊), the topic has children. This becomes important later on when you decide to hide certain parts of the outline.

A Family is defined by a particular topic and all of the topics below it. This would include the topic's children, grandchildren, etc.. It follows that a particular topic may have its own family, but it may also belong to another family (i.e., its parent's family).

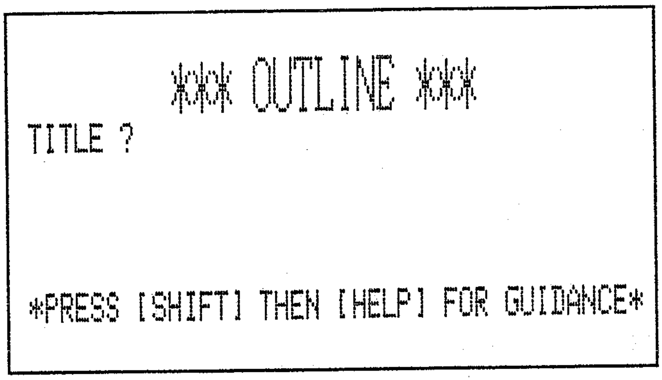
The example outline above has some sample families mapped out. Notice that topic ② has a family of its own (with three members including itself) but it also belongs to the family of topic ①. Note that all the topics in a particular outline belong to the family of the title.

When creating topics you simply type in the information and press ENTER to save it. After you press ENTER a flashing diamond will appear directly below the completed topic. This is indicating to you that the Organizer is waiting for you to type in the next topic. You can first "promote" or "demote" the topic by pressing ◀ or ▶ respectively. If you demote this new topic, the cursor will shift to the right and this topic will become a child of your original topic.

Try the following example on creating a new outline.

1. Select the OUTLINE mode.

   OUTLINE

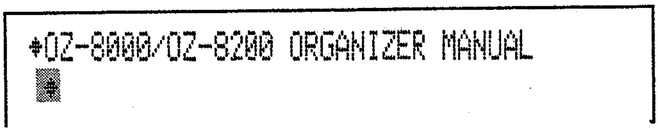


```
          *** OUTLINE ***
TITLE ?



*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

The title input display will appear.

2. Type in topic ① (Title).

   OZ-8000/OZ-8200
   ORGANIZER MANUAL
   ENTER

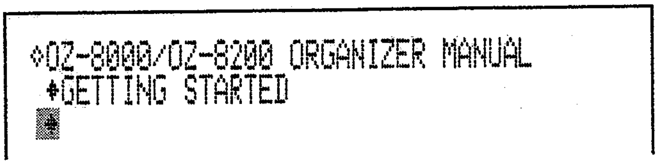


```
♦OZ-8000/OZ-8200 ORGANIZER MANUAL
♦
```

On pressing ENTER, the topic symbol blinks at the topic input position on the next line.

3. Type in topic ②.

   GETTING STARTED
   ENTER

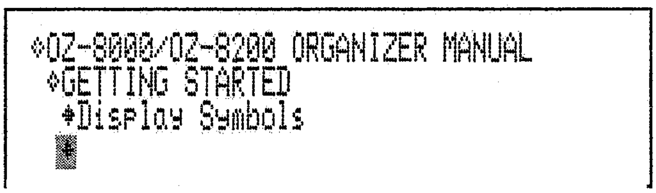


```
◇OZ-8000/OZ-8200 ORGANIZER MANUAL
 ♦GETTING STARTED
♦
```

On pressing ENTER, the topic symbol blinks at the topic input position on the next line.

4. Type in topic ③.

▶ Display Symbols
ENTER

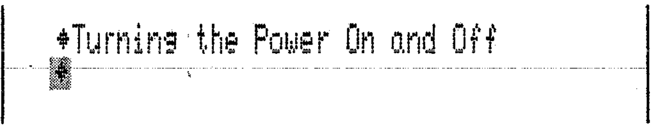


```
◆OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◆GETTING STARTED
  ◆Display Symbols
  ◆
```

Because topic ③ is a child of topic ②, the topic symbol must be moved to the right with ▶ before typing in the topic.

5. Type in topic ④.

Turning the Power On
and Off ENTER

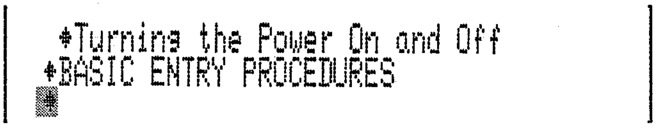


```
  ◆Turning the Power On and Off
  ◆
```

Because topic ④ is a sibling of topic ③, simply type in the topic.

6. Type in topic ⑤.

◀ BASIC ENTRY
PROCEDURES
ENTER

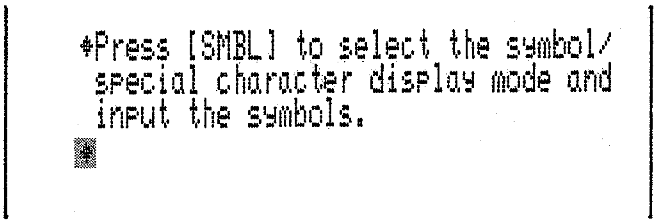


```
  ◆Turning the Power On and Off
 ◆BASIC ENTRY PROCEDURES
 ◆
```

Because topic ⑤ is one level higher than ④, move the topic symbol to the left with ◀ before typing in the topic.

7. Type in the rest of topics ⑥ through ⑨ in the same manner.

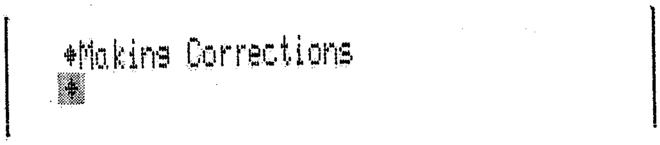
▶ Entering Characters
ENTER
▶ Entering the letters
ENTER
Entering graphic
symbols and special
characters ENTER
▶ Press [SMBL] to
select the symbol/
special .... input the
symbols. ENTER



```
   ◆Press [SMBL] to select the symbol/
    special character display mode and
    input the symbols.
   ◆
```

8. Type in topic ⑩.

◄ ◄ Making Corrections ENTER

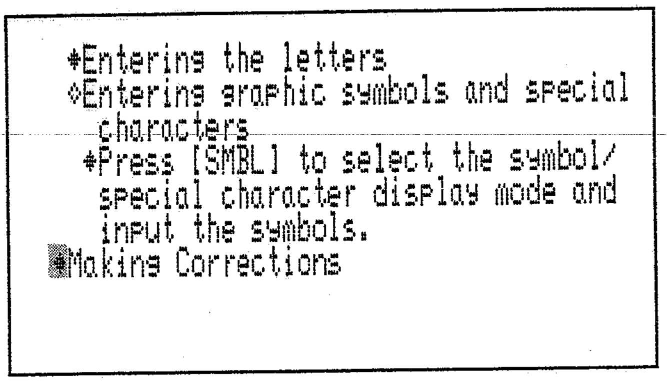


```
♦Making Corrections
♦
```

Because the last topic ⑩ is a sibling of topic ⑥, move the topic symbol to the same level as topic ⑥ by pressing ◄ twice.

9. Terminate the outline data input operation.

C·CE



```
♦Entering the letters
◊Entering graphic symbols and special
  characters
 ♦Press [SMBL] to select the symbol/
  special character display mode and
  input the symbols.
♦Making Corrections
```

Notes:

- When creating two or more outline files, repeat the above outline data input operation.
- Each outline can have a maximum of 16 levels (including the title).
- No topic can be created on the same level as the first topic (Title).
- The topic symbol " ♦ " of each topic will change to " ◊ " if the topic has any children (lower-level topics within the family).
- When creating child topics, only a topic one level lower than the preceding topic can be created.

Retrieving the Outline

Outline files are arranged in memory in the order of their input.
There are three basic methods of retrieving an outline file.

Sequential search

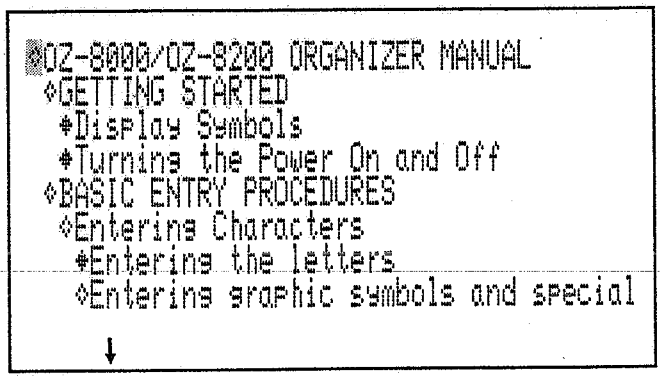
Any of the outline files stored in memory may be retrieved by selecting the OUTLINE mode and searching for the desired file by using ∨ or ∧ . Use ∨ for search in the forward direction and ∧ for backward search.

If you press ∨ after the last outline file is displayed, a message "NOT FOUND!" will appear momentarily on the display. Following this message, the title input display will reappear.

Direct search

The desired outline file may be displayed by specifying the first letter(s) of the title of the file and pressing ∨ or ∧ .
To search, for example, an outline file beginning with the letters "OZ", select the OUTLINE mode and search for the letters "OZ".

OUTLINE OZ ∨



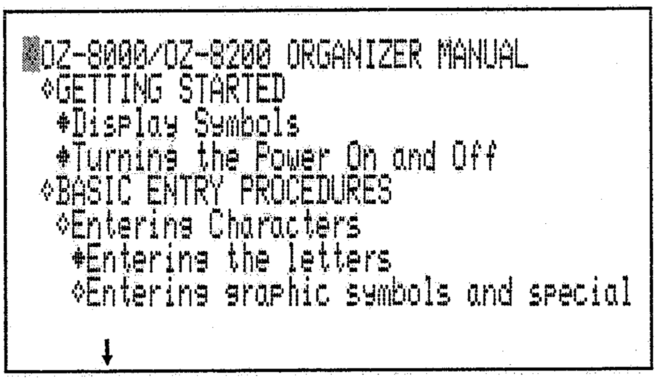
```
OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◇GETTING STARTED
  ◆Display Symbols
  ◆Turning the Power On and Off
 ◇BASIC ENTRY PROCEDURES
  ◇Entering Characters
   ◆Entering the letters
   ◇Entering graphic symbols and special
    ↓
```

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Keyword search

If you specify a keyword consisting of one or more letters and press SHIFT ∨ or SHIFT ∧ , the outline file containing the keyword will be displayed. The keyword may not necessarily be visible when the outline is displayed. To perform a keyword search for an outline file containing the keyword "ORGANIZER", for example, enter the keyword and search for it in the OUTLINE mode.

OUTLINE ORGANIZER
SHIFT ∨



```
OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◇GETTING STARTED
  ◆Display Symbols
  ◆Turning the Power On and Off
 ◇BASIC ENTRY PROCEDURES
  ◇Entering Characters
   ◆Entering the letters
   ◇Entering graphic symbols and special
    ↓
```

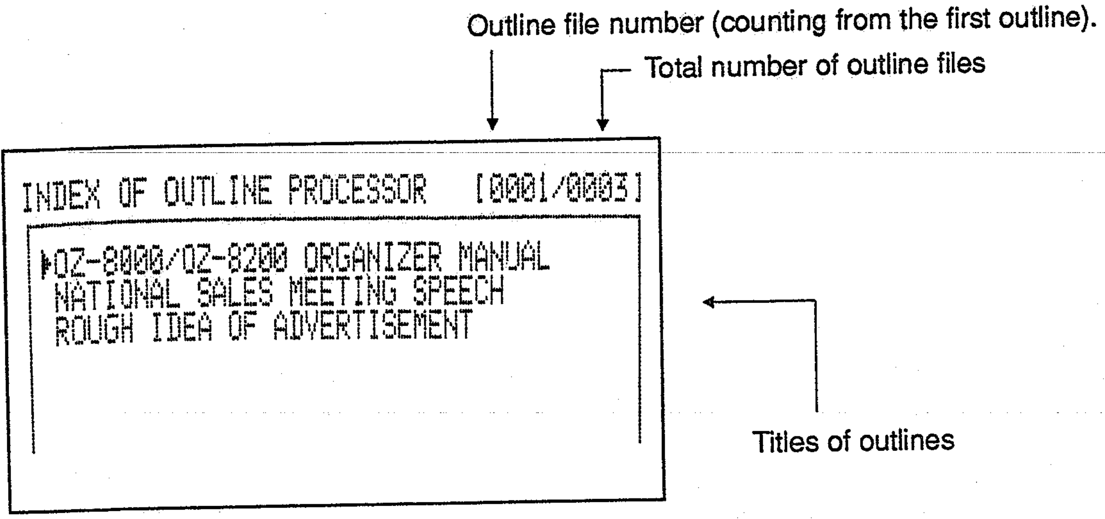
The outline file containing the keyword "ORGANIZER" will be displayed.
Press SHIFT ∨ or SHIFT ∧ again if you want to continue the keyword search for a second outline file.

Note: In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Index Display

The titles of all existing outline files can be listed by index as follows:

1. Select the OUTLINE mode.
2. Press SHIFT INDEX to set the Index Display mode.
   Up to six titles are listed per screen. The title of each outline up to 37 characters is displayed. A title exceeding this limit is displayed as "• • •".


Outline file number (counting from the first outline).
Total number of outline files
Titles of outlines

```
INDEX OF OUTLINE PROCESSOR   [0001/0003]
▶OZ-8000/OZ-8200 ORGANIZER MANUAL
 NATIONAL SALES MEETING SPEECH
 ROUGH IDEA OF ADVERTISEMENT
```

The title of the outline file being displayed when SHIFT INDEX is pressed will appear at the top of the list. If no outline file is being displayed when SHIFT INDEX is pressed, the title of the first outline file in memory will be displayed at the top of the list.
Press ▲ or ▼ to move the cursor "▶" up or down and the titles outside the screen can be viewed. When the cursor "▶" is at the top or bottom row, the screen scrolls up or down one line each time the cursor key is pressed.
The Search keys scroll the screen 6 lines at a time (giving you a new screen of titles). Press ∨ or ∧ to view the following or preceding group of six titles, respectively.
If you press ENTER while in the Index Display mode, the original outline display will reappear and the outline file currently selected with the cursor "▶" will be displayed.

Selecting a topic

You may wish to perform a specific operation (like moving or deleting) a topic or family. To do this, you must select the topic. To select a topic, simply use [▲] or [▼]. The currently selected topic will "flash" on and off on the screen.
In addition to using [▲] and [▼], the following keys also move the cursor around the topics:

[◄] : Move the cursor to the parent of the currently selected topic.
[⇧] [▼] : Move the cursor down to a topic on the same level as the currently selected topic within the same family.
[⇧] [▲] : Move the cursor up to a topic on the same level as the currently selected topic within the same family.

Changing the Topic Display Method

While creating an outline file, you may have to scroll the screen line by line with the Cursor keys to display a topic, because you have too many topics in the outline file. In such a case, you can collapse a specific topic (hide it from the display) or expand it (restore the hidden topic to the display). When a topic has several lines of text you may wish to display only the first line of each topic. You can set this and later restore the organizer to the "full view" mode.

Collapsing topics

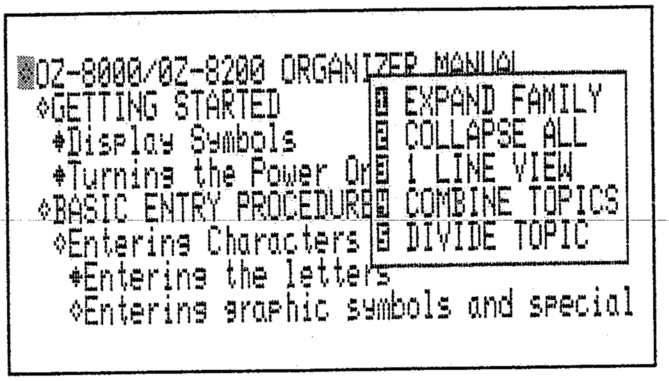
You can hide from the display a specific topic or all topics in an outline file by either pressing [EXP/COL] or selecting the "COLLAPSE ALL" command from the Outline menu.

[EXP/COL] : Hides the family of a selected topic from the display (except the selected topic). If the first topic (Title) is specified, only the title of the outline file will be displayed and all topics will be hidden.
"COLLAPSE ALL" : Hides all topics in an outline file from the display except the title of the file and the topics on the next level.

To hide all topics (except the first topic for the title and the next level topic) in the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL" using "COLLAPSE ALL", for example:

1. Select the OUTLINE mode and retrieve the outline file. (See "Retrieving the Outline" above.)
2. Display the Outline menu.

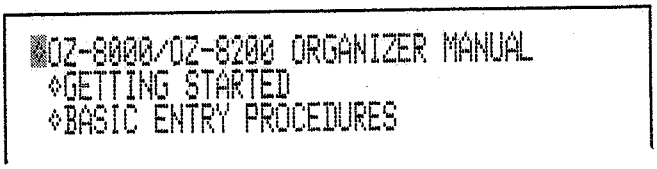
MENU



```
OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◇GETTING STARTED            1 EXPAND FAMILY
  ◆Display Symbols           2 COLLAPSE ALL
  ◆Turning the Power On      3 1 LINE VIEW
 ◇BASIC ENTRY PROCEDURES     4 COMBINE TOPICS
  ◇Entering Characters       5 DIVIDE TOPIC
   ◆Entering the letters
   ◇Entering graphic symbols and special
```

3. Select "2 COLLAPSE ALL".

2



```
OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◇GETTING STARTED
 ◇BASIC ENTRY PROCEDURES
```

All topics in the outline file except the title and the next level topic(s) will be hidden from the display.

Expanding the collapsed topics

The collapsed topics (hidden from the display) can be restored on the display by either pressing EXP/COL or selecting the "EXPAND FAMILY" command from the Outline menu.

EXP/COL : Displays the selected topic and only topics one level lower than the selected topic.

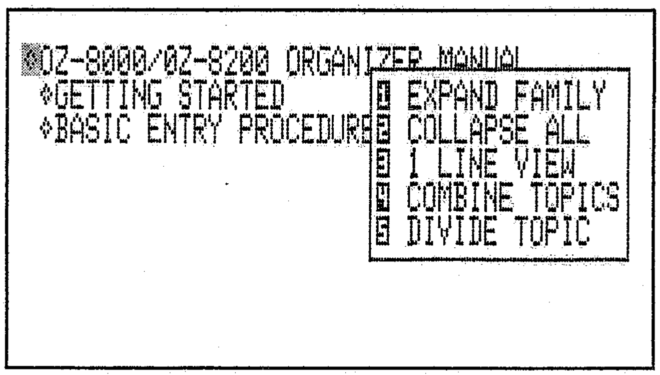
"EXPAND FAMILY": Displays all the family members of a selected topic. If the first topic (Title) is selected, all topics in the outline file will be displayed.

To restore all the collapsed topics in the above example to the display:

1. Select the OUTLINE mode and retrieve the outline file. (See "Retrieving the Outline" above.)
2. Select the first topic of the outline file to display all topics.

3. Display the Outline menu.

MENU



OZ-8000/OZ-8200 ORGANIZER MANUAL
◆GETTING STARTED
◆BASIC ENTRY PROCEDURE

4. Select "1 EXPAND FAMILY".

1

All the topics previously hidden from the display will now be restored.

Note: The EXP/COL key functions differently depending on the condition under which it is pressed. If the family of a selected topic is being displayed when EXP/COL is pressed, the key functions as "COLLAPSE". Otherwise, the key functions as "EXPAND".

Displaying only the first line of your topic

Many of your topics may have more than one line of text. This can make it difficult to view a large outline. You can set the outline to display only the first line of each topic by selecting the "1 LINE VIEW" command from the outline menu. The rest of the text will not be displayed and "· · ·" will appear at the end of the first line. This symbol indicates you have more lines to view. To display only the first line of a topic using the "1 LINE VIEW" command:

1. Select the OUTLINE mode and retrieve the outline file. (See "Retrieving the Outline" above.)
2. Display the Outline menu.

MENU

3. Select "3 1 LINE VIEW".

3

Note: Once you switch to "1 LINE VIEW" mode, the outline menu will change. Choice 3 will become "FULL VIEW".

Displaying the hidden text lines of a topic

The hidden text of all the topics consisting of two or more lines can be viewed by either pressing ▶ or selecting the "FULL VIEW" command from the Outline menu.

▶ : Displays all the hidden text lines of a selected topic.
"FULL VIEW": Displays all the hidden text lines of all topics.

To display all the hidden text lines of topics using the "FULL VIEW" command:

1. Select the OUTLINE mode and retrieve the outline file. (See "Retrieving the Outline" above.)
2. Display the Outline menu.

   MENU

3. Select "3 FULL VIEW".

   3

   All the hidden text lines of topics ⑧ and ⑨ will be restored on the display.

Note: Once you switch to "FULL VIEW" mode, the outline menu will change. Choice 3 will become "1 LINE VIEW".

Re-compiling an Outline

Any of the topics stored in an outline file can be moved (with or without a change in level), or deleted. In addition, you can divide a topic into two or combine two topics into one. You can even add topics between existing topics.

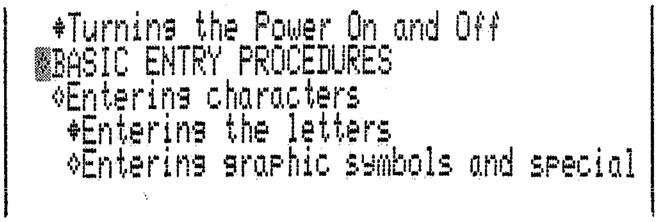
Moving a topic to a new position

Any of the topics (except the first topic) stored in an outline file may be moved within the file by using [MOVE]. If a topic is chosen for movement, all the family members of the selected topic will be moved together. The level of a topic may also be changed by moving the topic to a higher or lower level. In this case, the levels of the topic's family members will also be changed accordingly.

To move the topic "BASIC ENTRY PROCEDURES" before the topic "GETTING STARTED" in the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL", for example:

1. Select the OUTLINE mode and retrieve the outline file. (See "Retrieving the Outline" above.)
2. Select the topic to be moved.

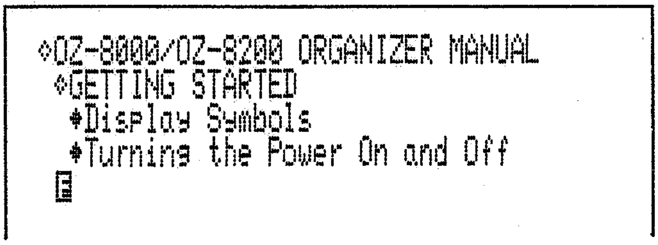
[▼] [▼] [▼] [▼]



```
 ♦Turning the Power On and Off
▮BASIC ENTRY PROCEDURES
 ◊Entering characters
  ♦Entering the letters
  ◊Entering graphic symbols and special
```

3. Press [MOVE].

[MOVE]

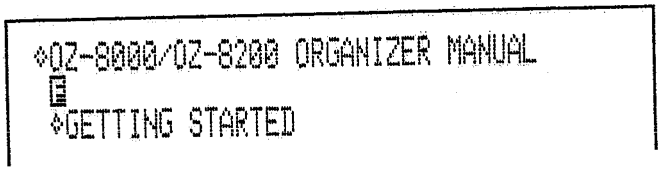


```
◊OZ-8000/OZ-8200 ORGANIZER MANUAL
 ◊GETTING STARTED
  ♦Display Symbols
  ♦Turning the Power On and Off
 F
```

The topic "BASIC ENTRY PROCEDURES" and its family members will be temporarily displayed in reverse video and the symbol "F" will appear.

4. Move the symbol "F" to the new position for the topic.

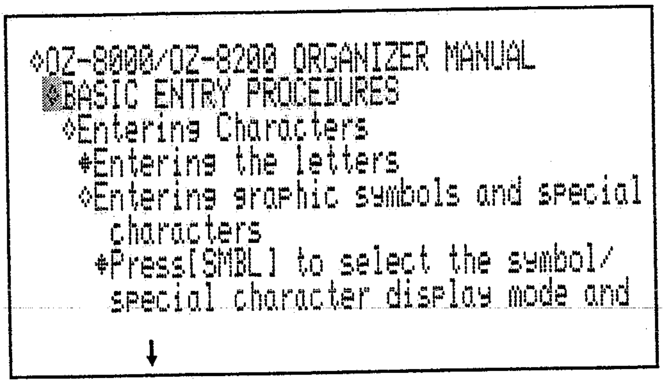
[▲] [▲] [▲]



```
◊OZ-8000/OZ-8200 ORGANIZER MANUAL
 F
 ◊GETTING STARTED
```

5. Press [ENTER] .

[ENTER]



```
◊OZ-8000/OZ-8200 ORGANIZER MANUAL
◆BASIC ENTRY PROCEDURES
 ◊Entering Characters
  ◆Entering the letters
  ◊Entering graphic symbols and special
    characters
   ◆Press[SMBL] to select the symbol/
    special character display mode and
     ↓
```

The topic "BASIC ENTRY PROCEDURES" and its family members will be moved before the topic "GETTING STARTED".

Notes:

- If [▶] or [◀] is pressed in Step 4 above, the levels of the topic and its family members may also be changed. You can also change the levels of the topic's family after you have moved the topic to the new position.

Adding a new topic

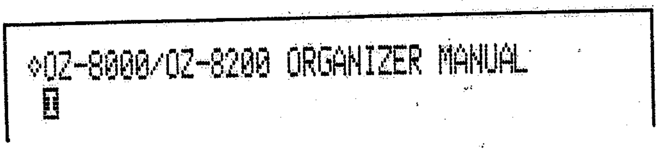
A new topic may be inserted in between any two of the topics stored in an outline file by using [INS] .

To add a new topic called "Indicators" between the existing topics "Display Symbols" and "Turning the Power On and Off" in the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL", for example:

1. Select the OUTLINE mode and retrieve the outline file (see "Retrieving the Outline" above).
2. Press [INS] .

[INS]

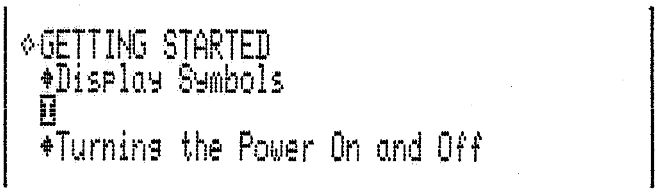
The symbol "I" will appear.



```
◊OZ-8000/OZ-8200 ORGANIZER MANUAL
I
```

3. Move the symbol "I" to the position of the new topic to be inserted.

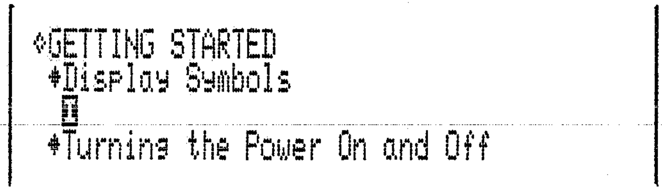
▼ ▼ ...



```
◇GETTING STARTED
 ♦Display Symbols
 I
 ♦Turning the Power On and Off
```

4. Move the symbol "I" to fix the level of the new topic.

▶

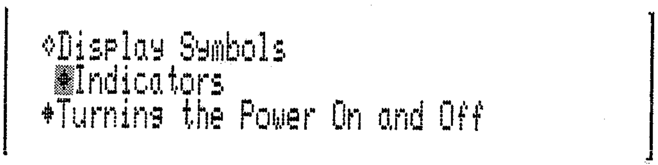


```
◇GETTING STARTED
 ♦Display Symbols
  I
 ♦Turning the Power On and Off
```

Note: If a new topic is to be positioned at a lower level than a topic immediately before it, the new topic can be positioned only one level lower than the preceding topic.

5. Enter the text of the new topic.

Indicators ENTER



```
◇Display Symbols
 ♦Indicators
♦Turning the Power On and Off
```

Note: When you press INS to insert a topic, the symbol "I" will appear below the selected topic.

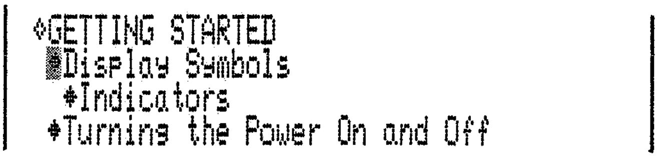
Deleting a topic

Any of the topics (and its family members, if any) stored in an outline file can be deleted by selecting the topic and pressing DEL . Be careful not to delete the first topic of your outline (the title) as this will delete the entire outline.

To delete the topic "Display Symbols" from the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL" for example:

1. Select the OUTLINE mode and retrieve the outline file (see "Retrieving the Outline" above).
2. Select the topic you want to delete.

▼ ▼ ...

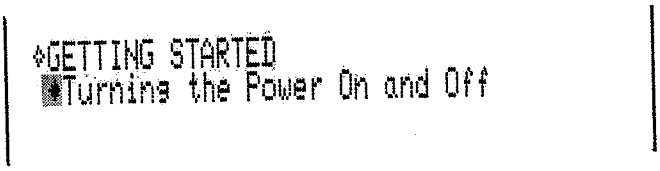


```
◇GETTING STARTED
♦Display Symbols
 ♦Indicators
♦Turning the Power On and Off
```

3. Press DEL . The delete prompt display will appear.

DEL

4. Press Y to delete the topic.



◇GETTING STARTED
◆Turning the Power On and Off

The topic "Display Symbols" and its member "Indicators" will be deleted.

CAUTION: If the selected topic has any hidden family members because of the "COLLAPSE" function, the hidden family members will also be deleted.

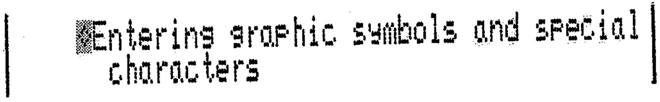
Dividing a topic into two separate topics

Any of the topics in an outline file can be divided into two by selecting the topic to be divided and selecting the "DIVIDE TOPIC" command from the Outline menu.

To divide the topic "Entering graphic symbols and special characters" into two topics, "Entering graphic symbols" and "and special characters" in the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL", for example:

1. Select the OUTLINE mode and retrieve the outline file (see "Retrieving the Outline" above).
2. Selected the topic to be divided into two.

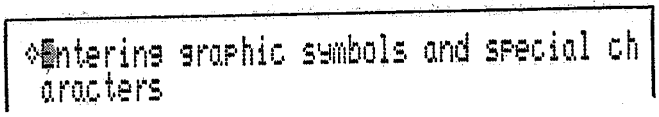
▼ ▼ ··



Entering graphic symbols and special
characters

3. Display the Outline menu and select "5 DIVIDE TOPIC".

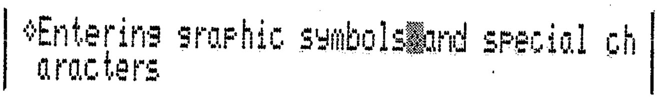
MENU 5



◇Entering graphic symbols and special ch
aracters

4. Specify the position at which the topic is to be divided into two using [▶] .

[▶] [▶] . . .

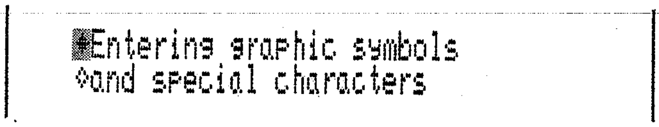


```
◇Entering graphic symbols█and special ch
 aracters
```

Note: Move the flashing cursor " ◇ " to the last character of the first topic. Every character after this cursor will become part of the second topic.

5. Press [ENTER] to store the two topics.

[ENTER]



```
█Entering graphic symbols
◇and special characters
```

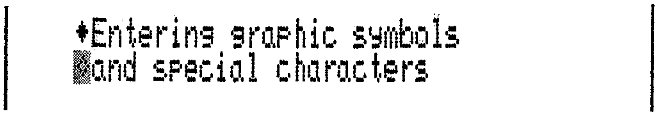
Note: The divided 2nd topic is now on the same level as the divided 1st topic.

Combining two topics into one

Any two topics can be combined into one by selecting the second of the two topics to be combined and selecting the "COMBINE TOPICS" command from the Outline menu.
To combine two topics, "Entering graphic symbols" and "and special characters" in the outline file entitled "OZ-8000/OZ-8200 ORGANIZER MANUAL" into one, for example:

1. Select the OUTLINE mode and retrieve the outline file (see "Retrieving the Outline" above).
2. Select the 2nd topic of the two topics to be combined.

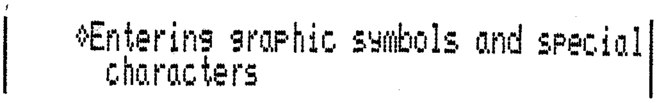
[▼] [▼] . . .



```
♦Entering graphic symbols
█and special characters
```

3. Display the Outline menu and select "4 COMBINE TOPICS".

[MENU] 4



```
◇Entering graphic symbols and special
  characters
```

The selected topic and the topic immediately before it will be combined together.

Notes:

- If you attempt to combine two topics which will result in a topic with a text length of more than 2,048 characters, a message "2048 CHARACTERS LIMIT PER TOPIC EXCEEDED!" will appear and the combine operation will not be executed.
- If the topic immediately before the specified topic is not on display by being made invisible with the "COLLAPSE" function, a message "THE ABOVE TOPIC IS COLLAPSED. COMBINE? Y/N" will appear. If [Y] is pressed, the two topics will be combined. If [N] is pressed, the "COMBINE TOPICS" command will be ignored.

Editing Outline Data

Any of the topics stored in an outline file can be edited as follows:

1. Retrieve the outline file (see "Retrieving the Outline" above).
2. Select the topic to be edited.
3. Press [SHIFT] [EDIT] to select the Edit mode.
4. Make any necessary changes using [◀], [▶], [▲], [▼], [INS], and [DEL]. (See "Making Corrections" on page 24.)
5. Press [ENTER] to store the corrected topic.

Note: If you have more topics to be corrected, repeat Steps 2 to 5 above for each topic.

Deleting Outline Files

Any or all of the outline files stored in memory can be deleted.

Deleting a specific outline file

Any outline file may be deleted from memory by retrieving the outline file to be deleted, selecting the first topic (Title) of the file and pressing [DEL] or in the Index display mode moving the cursor "▶" to the title of the file to be deleted and pressing [DEL].

1. Retrieve the outline file to be deleted using [∨] or [∧] and specify the title of the file using [▼] or [▲] (or in the Index display mode move the cursor to the file to be deleted using [▼] or [▲]).
2. Press [DEL] and the delete prompt display will appear to confirm that you really want to delete the specified file.

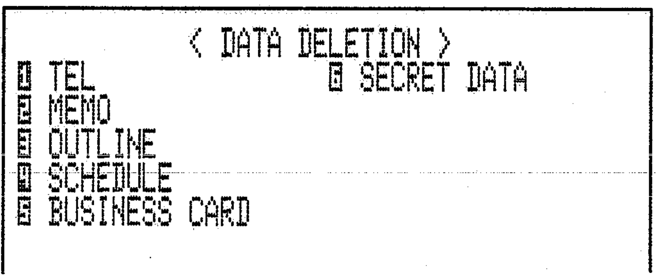
3. Press Y to delete the specified file. (Press N if you do not wish to delete the file.)

Deleting all outline files

All the outline files stored in memory can be deleted by using the Special function 2.

1. Display the Special function menu and select "2 DATA DELETION".

SHIFT FUNCTION 2



```
         < DATA DELETION >
1 TEL                 6 SECRET DATA
2 MEMO
3 OUTLINE
4 SCHEDULE
5 BUSINESS CARD
```

2. Select "3 OUTLINE". The delete prompt display will appear to confirm that you really want to delete all the outline files in memory.
3. Press Y to delete all the files. (Press N if you do not wish to delete all the files.)

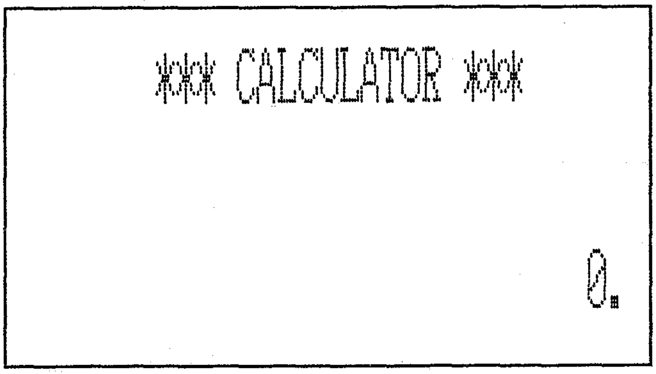
Note: When the Secret function is activated, "SECRET MODE ON!" will appear on the display. In this instance, the Secret mode must be turned off before the file(s) can be erased.

USING THE CALCULATOR FUNCTION

The Organizer incorporates a 10-digit calculator capable of four basic operations and various other calculations (constant, percent, square root, power, reciprocal, memory). In addition, the calculator can be used as a PAPERLESS PRINTER, which retains the calculation sequence you have entered and allows you to display it for modification.

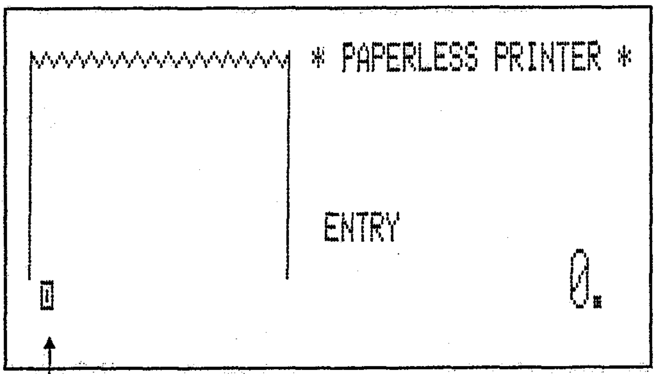
To use the calculator for normal calculations (CALC mode), press CALC just once.

CALC



To use the calculator for PAPERLESS PRINTER calculations (PAPERLESS PRINTER mode), press CALC twice in succession:

CALC CALC



No. of steps in calculation

Note that the Organizer alternates between the CALC and PAPERLESS PRINTER mode each time CALC is pressed.

Calculating in the CALC mode

Before performing any normal calculation, select the CALC mode and press $\boxed{\text{C·CE}}$ twice to clear the display.

The following tables show examples of calculations that you can do in the CALC mode.

Calculation	Example	Operation	Display (answer)
Arithmetic	$12 \times 3 + 5 =$ $(-24) \div 4 - 2 =$	12 $\boxed{\times}$ 3 $\boxed{+}$ 5 $\boxed{=}$ 24 $\boxed{+/-}$ $\boxed{\div}$ 4 $\boxed{-}$ 2 $\boxed{=}$	41. –8.
Constant	$34 \underline{+57} =$ $45 \underline{+57} =$	34 $\boxed{+}$ 57 $\boxed{=}$ 45 $\boxed{=}$ The addend becomes a constant.	91. 102.
	$48 \underline{-23} =$ $14 \underline{-23} =$	48 $\boxed{-}$ 23 $\boxed{=}$ 14 $\boxed{=}$ The subtrahend becomes a constant.	25. –9.
	$\underline{68 \times} 25 =$ $\underline{68 \times} 40 =$	68 $\boxed{\times}$ 25 $\boxed{=}$ 40 $\boxed{=}$ The multiplicand becomes a constant.	1,700. 2,720.
	$35 \underline{\div 14} =$ $98 \underline{\div 14} =$	35 $\boxed{\div}$ 14 $\boxed{=}$ 98 $\boxed{=}$ The divisor becomes a constant.	2.5 7.
Percent	What is 10% of 200? What percentage is 9 of 36?	200 $\boxed{\times}$ 10 $\boxed{\%}$ 9 $\boxed{\div}$ 36 $\boxed{\%}$	20. 25.
Add-on	What results from a 10% increase of 200?	200 $\boxed{+}$ 10 $\boxed{\%}$ (or 200 $\boxed{\times}$ 10 $\boxed{\%}$ $\boxed{+}$ $\boxed{=}$)	220.
Discount	What is 500 after a 20% discount?	500 $\boxed{-}$ 20 $\boxed{\%}$ (or 500 $\boxed{\times}$ 20 $\boxed{\%}$ $\boxed{-}$ $\boxed{=}$)	400.
Square root	$\sqrt{25-9} =$	25 $\boxed{-}$ 9 $\boxed{=}$ $\boxed{\sqrt{\ }}$	4.
Power	$(4^3)^2 =$	4 $\boxed{\times}$ $\boxed{=}$ $\boxed{=}$ $\boxed{\times}$ $\boxed{=}$	4,096.
Reciprocal	$1/8 =$	8 $\boxed{\div}$ $\boxed{=}$	0.125

Calculation	Example	Operation	Display (answer)
Memory	(Summation)	Clear the memory before performing any calculations	
		$\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$	
	25 × 5 =	25 $\boxed{\times}$ 5 $\boxed{\text{M+}}$	125. -M-
	–) 84 ÷ 3 =	84 $\boxed{\div}$ 3 $\boxed{\text{M–}}$	28. -M-
	$\underline{\text{+) 68 + 17 =}}$	68 $\boxed{+}$ 17 $\boxed{\text{M+}}$	85. -M-
	(Total) =	$\boxed{\text{R·CM}}$	182. -M-
	(Temporary memory)		
		$\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$	
	(14 – 3 × 2) ×	14 $\boxed{\text{M+}}$ 3 $\boxed{\times}$ 2 $\boxed{\text{M–}}$	6. -M-
	(52 – 35) =	52 $\boxed{-}$ 35 $\boxed{\times}$ $\boxed{\text{R·CM}}$ $\boxed{=}$	136. -M-
	(Constant memory)		
		$\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$	
	135 × $\underline{\text{(12 + 14)}}$ =	12 $\boxed{+}$ 14 $\boxed{\text{M+}}$	26. -M-
		135 $\boxed{\times}$ $\boxed{\text{R·CM}}$ $\boxed{=}$	3,510. -M-
	$\underline{\text{(12 + 14)}}$ ÷ 5 =	$\boxed{\text{R·CM}}$ $\boxed{\div}$ 5 $\boxed{=}$	5.2 -M-

Note that the order of calculation is the order of entry and the calculator does not follow algebraic logic.
For example; 8 + 2 x 3 will be 30 = (8 + 2) x 3, not 14 = 8 + (2 x 3).

Notes:

- Memory calculations in the CALC and PAPERLESS PRINTER modes use the same memory as CALC DATA calculations in the MEMO mode. If any data has been stored in this memory and the memory is used in the other mode, the contents of the memory will be changed. Thus, before making any memory calculations, be sure to clear the memory contents by pressing $\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$.
- Any numbers other than 0 (non-zero values) in the memory cause "-M-" to appear on the display.
- When $\boxed{\blacktriangleright}$ is pressed, the last digit typed is erased.
- If an error occurs during a calculation, an error indicator "-E-" will appear on the display. Clear the error with $\boxed{\text{C·CE}}$. (See "When the Error Indicator Appears" on page 133.)

Calculating in the PAPERLESS PRINTER Mode

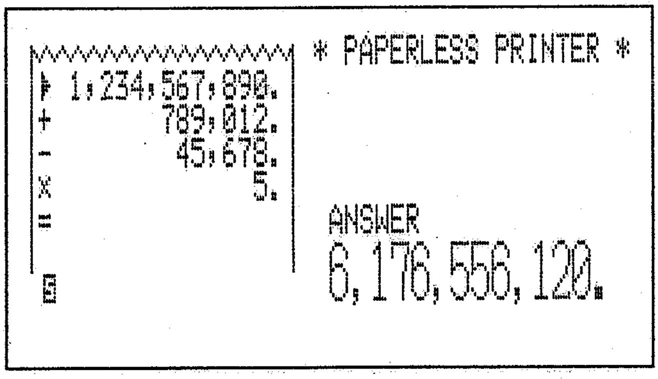
When you perform calculations in the CALC mode, only the results are displayed. However, in the PAPERLESS PRINTER mode, the calculation sequence used to obtain the calculation figures is retained until it is cleared. This function allows you to edit the data previously input in the calculation process, or to modify part of the calculation process to simplify the calculation data input for more calculations. Up to 50 items can be calculated in the PAPERLESS PRINTER mode. In this mode, key operation for each calculation is similar to that of the CALC mode. Because the PAPERLESS PRINTER mode cannot accommodate power calculations, it will substitute multiplication (x) for power calculation.

Entering calculation data

For practice, find the result of the expression "1234567890 + 789012 – 45678 x 5" using the PAPERLESS PRINTER function.

1. Press $\boxed{\text{CALC}}$ twice to select the PAPERLESS PRINTER mode. (If the Organizer is already in the CALC mode, merely press $\boxed{\text{CALC}}$ once to switch to the PAPERLESS PRINTER mode.)
2. Enter the calculation data.

1234567890 $\boxed{+}$ 789012 $\boxed{-}$ 45678 $\boxed{\times}$ 5 $\boxed{=}$



```
▶ 1,234,567,890.     * PAPERLESS PRINTER *
+       789,012.
-        45,678.
x             5.
=                    ANSWER
                     6,176,556,120.
5
```

As each value is entered, the input data is scrolled upward and the operators (+, –, x, ÷, =) are indicated on the left side of the display. "▶" marks the starting point where data is calculated on the display. The number (shown in reverse video) at the lower left of the display indicates the number of steps in the calculation. The value on the bottom line below "ENTRY" indicates the value you have just entered and the value below "ANSWER", the interim or final result of the calculation.

Note: The order of calculation is the order of entry and the calculator does not follow algebraic logic.

The indicator "-E-" or "-M-" appears above the value on the bottom line if an error occurs or when a non-zero value is stored in memory, respectively.

Changing the calculation data

The calculation sequence you have entered may be changed as desired by deleting unwanted data or inserting new data. The data can be modified simply by pressing [▼] or [▲]. In this mode, the calculation result up to the value highlighted (in reverse video) is displayed as well as the number of steps up to that point.

To delete a value, simply highlight the value with [▼] or [▲] and press [DEL].

To insert a new value, highlight a value before which the new value is to be inserted using [▼] or [▲] and then press [INS]. Enter the operator and its new value and press [ENTER].

"INSERT MODE" appears momentarily on the bottom line. All the values and operators entered will be inserted before the highlighted value.

Press [INS] again to exit from the insert mode.

To correct a value, highlight the value to be corrected using [▼] or [▲], enter the new value, and press [ENTER].

Note: If an operator is also to be changed, the new operator must be entered before the new value.

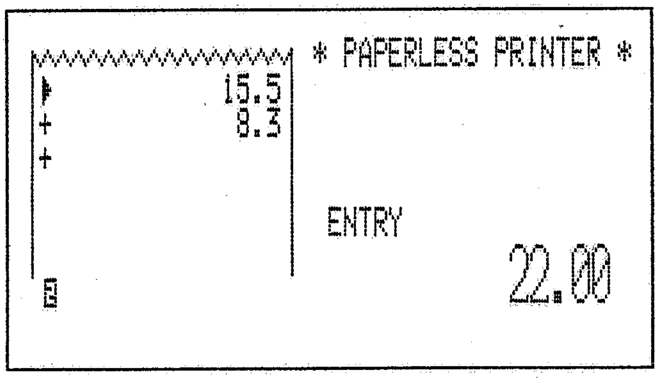
Application

For example, the prices of parts A, B, and C are $15.50, $8.30, and $22.00 respectively.

To calculate the selling price of a product which is composed of parts A, B, and C, and which should generate a 25% pre-tax profit:

1. Enter the data.

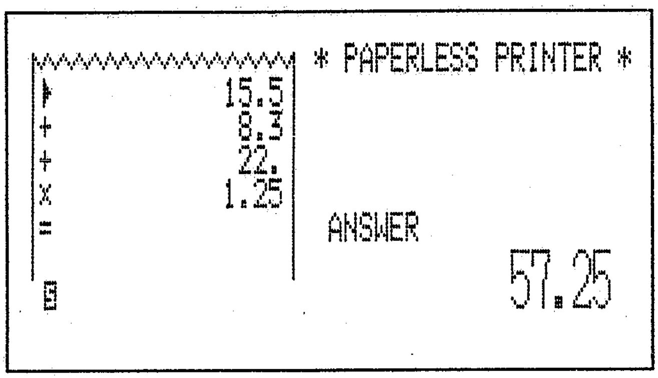
15.50 + 8.30 +
22.00



```
            * PAPERLESS PRINTER *
▸   15.5
+    8.3
+
                 ENTRY
                         22.00
```

2. Multiply by 1.25.

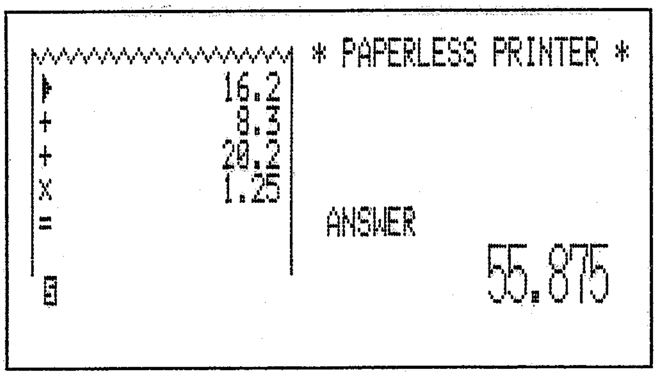
× 1.25 =



```
            * PAPERLESS PRINTER *
▸   15.5
+    8.3
+    22.
×   1.25
=                ANSWER
                         57.25
```

3. The prices of part A and C have been changed to $16.20 and $20.20.
   To calculate the selling price of the product, correct the prices of parts A and C.

▼ 16.20 ENTER
▼ 20.20 ENTER
ENTER



```
            * PAPERLESS PRINTER *
▸   16.2
+    8.3
+   20.2
×   1.25
=                ANSWER
                        55.875
```

On pressing ENTER after the price corrections, calculations are performed and the result (total price of the parts) is displayed on the bottom line.

Notes:

- When $\boxed{=}$, $\boxed{\%}$, $\boxed{\text{M+}}$ or $\boxed{\text{M–}}$ is pressed, the calculation in progress is terminated. Thus, if new data is input after any one of these keys has been pressed, the previously calculated data will not be displayed.
- If an operand such as +, –, x, or ÷ is input without new data after a calculation is completed, it is assumed that the calculation process is being continued.
- If a negative value is to be input, first enter the value and then press $\boxed{\text{+/–}}$ to change the sign of the value.
- The indicator "-E-" appears above the value on the bottom line if an error occurs. See "When the Error Indicator Appears" below.
- The indicator "-M-" also appears above the value on the bottom line to indicate that a non-zero value has been stored in memory. Press $\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$ to delete all the previous data in the memory before making new memory calculations.

When the Error Indicator Appears

When any of the following conditions occur, the error indicator "-E-" appears. Press $\boxed{\text{C·CE}}$ to clear the error. The following are examples of error input.

Example 1: If the integer part of the calculation result is within the range of 11 to 20 digits (a rough calculation is obtained).

4567890123 -E-
$\boxed{\times}$ 456 $\boxed{=}$ 208.2957896
(208.2957896 x 10^{10} = 2,082,957,896,000)

Note: In the PAPERLESS PRINTER mode, no rough calculation can be obtained.

Example 2: If a number is divided by 0.

$\boxed{\text{C·CE}}$ 5 $\boxed{\div}$ 0 $\boxed{=}$

Example 3: If the integer part of the numerical value in the memory exceeds 10 digits

$\boxed{\text{C·CE}}$ $\boxed{\text{R·CM}}$ $\boxed{\text{R·CM}}$ 9999999999 $\boxed{\text{M+}}$ 1 $\boxed{\text{M+}}$

Example 4: If the integer part of the calculation result exceeds 20 digits

$\boxed{\text{C·CE}}$ 1000000000 $\boxed{\div}$ 0.000000001 $\boxed{\%}$

USING THE SECRET FUNCTION

The Secret Function allows you to store sensitive information (like credit card numbers or important price lists) so that only you can retrieve it from your Organizer.
In order for the Secret function to work, you must first store a password (see below). Next you must "MARK✱" any individual entries that you consider sensitive (see below). The secret function basically works like this:

- When the secret mode is "ON", all "MARK✱ED" entries will be invisible.
- When the Secret mode is "OFF", all entries (including "MARK✱ED" entries) will be visible.

Setting a Password

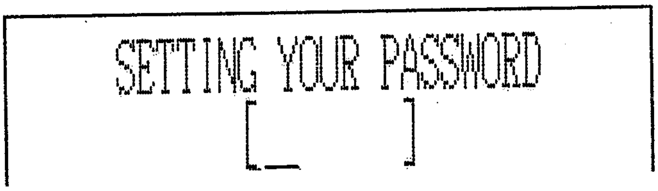
Before the Secret function can work, a password must be entered. A password can contain up to seven characters (numbers, spaces, symbols, etc.).

Important: If you ever forget the password, you will have to delete all "MARK✱ED" entries in the Organizer. Be sure to use a password that you will not forget.

To enter a password:

1. Call up the password input screen.

[SHIFT] [SECRET]

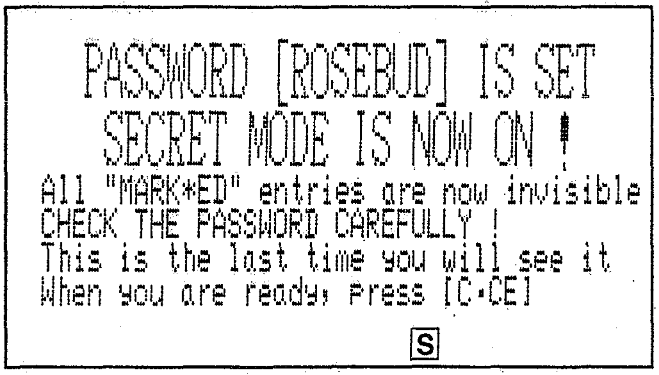


```
SETTING YOUR PASSWORD
     [_     ]
```

Note: If a password has already been set, the message "TURN OFF SECRET MODE" will be displayed. If this occurs, refer to "What to do if you forget the password" below and delete the previous password.

2. Type in a password (for example "ROSEBUD").

ROSEBUD ENTER



```
PASSWORD [ROSEBUD] IS SET
SECRET MODE IS NOW ON !
All "MARK*ED" entries are now invisible
CHECK THE PASSWORD CAREFULLY !
This is the last time you will see it
When you are ready, press [C·CE]
S
```

3. Take a good look at the password, because this is the last time you will ever see it displayed. When you are ready press C·CE.

After the password is set the Secret mode will be turned "ON" automatically. You will now see an " S " at the bottom of the display. This is indicating that the Secret mode is "ON" and that all "MARK✱ED" entries are now invisible.

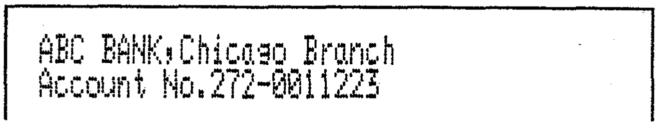
Marking an Entry as Confidential

Any entry can be "MARK✱ED" as secret data by pressing SHIFT MARK✱ so that " ✱ " appears. Entries marked with " ✱ " cannot be recalled until the Secret mode is turned "OFF" (inactivated) by typing the correct password.

To mark the memo entry for the ABC bank account number you typed in the MEMO mode as confidential, for example:

1. Display the entry to be marked as confidential.

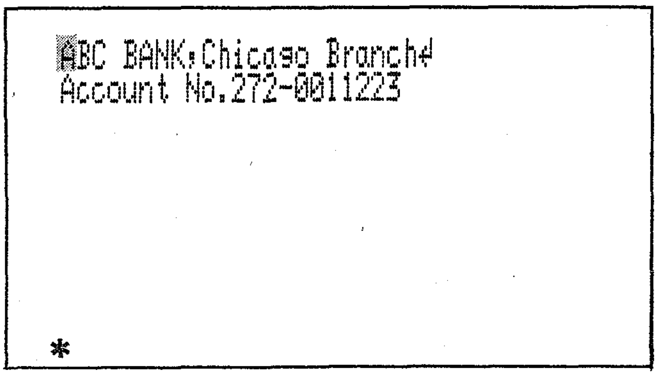
MEMO ∨



```
ABC BANK,Chicago Branch
Account No.272-0011223
```

2. Select the Edit mode and press SHIFT MARK✱ so that the symbol " ✱ " appears on the bottom left of the display.

SHIFT EDIT
SHIFT MARK✱



```
ABC BANK,Chicago Branch↵
Account No.272-0011223




✱
```

3. Store this entry as secret data.

ENTER

New entries can be stored as secret data by pressing SHIFT MARK✱ before pressing ENTER to store it.

Note: In the Business Card function, if an item of data under a company name is marked as secret, all data under the same company name will become secret data. In this case, if you press ENTER in Step 3 above, a message "SET ALL COMPANY DATA TO SECRET? Y/N" will appear. If you press Y , all data under the same company name will become secret data. If N is pressed, all data including the specified data will not be handled as secret data.

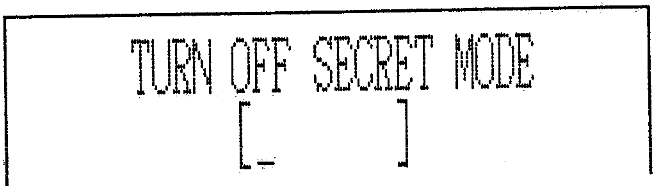
Turning the Secret Mode Off and On

Turning off the Secret mode

While the Secret mode is Off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to turn off the Secret mode.

SHIFT SECRET



```
TURN OFF SECRET MODE
     [_      ]
```

2. Enter the password, "ROSEBUD" used in the above example.

ROSEBUD ENTER

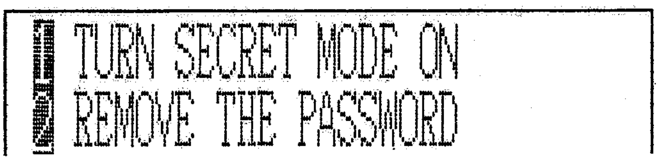
Following the input of the password, a message "SECRET MODE OFF!" will appear momentarily on the display and then " S " will disappear and the initial mode display will reappear.
If the password you have entered is incorrect, a message "INCORRECT PASSWORD!" will be displayed and the initial mode display will reappear.

Turning on the Secret mode

The Secret mode is enabled automatically whenever the Organizer is turned off and back on again. To turn the secret mode on manually:

1. Display the prompt to turn on the Secret function:

SHIFT SECRET



1 TURN SECRET MODE ON
2 REMOVE THE PASSWORD

2. Select "1 TURN SECRET MODE ON".

1

A message "SECRET MODE ON!" will appear momentarily on the display and then " S " will appear and the initial mode display will reappear.

Retrieving Secret "MARK✱ED" Entries

Before you can view secret "MARK✱ED" data, you must turn off the Secret mode. Secret "MARK✱ED" data can be recalled in the same manner as non-secret data in the different modes while the Secret mode is Off.

Retrieving only secret "MARK✱ED" entries

If you wish to recall only the secret "MARK✱ED" entry, press SHIFT MARK✱ to display " ✱ " and then press SHIFT ∨ . When the Organizer is set in this manner, only the "MARK✱ED" entry will be recalled (because " ✱ " acts as a keyword).
In the Business Card mode, you cannot make the keyword search using " ✱ ".

Declassifying Secret Data

Secret entries can be declassified. To do this, first turn off the Secret mode, display the entry you wish to declassify, and set the Edit mode. Then press SHIFT MARK✱ to turn off " ✱ " on the display. After the symbol goes off, press ENTER to store the entry again as non-secret data. Remember, if you forget to press ENTER here, the entry will remain as secret data.

Deleting and Changing the Password

To delete the old password and designate a new one, first turn off the Secret mode, then you can delete the password, and enter the new one.

Important: If you ever forget the password, you will have to erase all your secret data. Make sure that the password is one you will never forget.

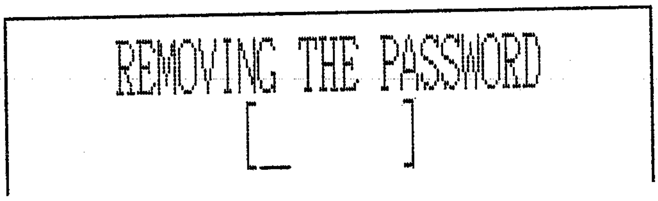
For example, to change the password "ROSEBUD" to "9876":

1. First turn off the Secret mode.

   (Press SHIFT SECRET ROSEBUD ENTER .)

2. Display the prompt to turn on the Secret mode and select "2 REMOVE THE PASSWORD".

   SHIFT SECRET 2



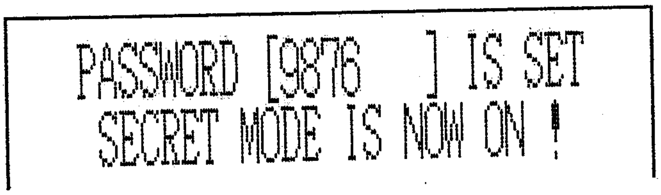
```
REMOVING THE PASSWORD
[_     ]
```

3. Type in the old password.

   ROSEBUD ENTER

4. Display the password input prompt display and type in the new password "9876".

   SHIFT SECRET
   9876 ENTER



```
PASSWORD [9876    ] IS SET
SECRET MODE IS NOW ON !
```

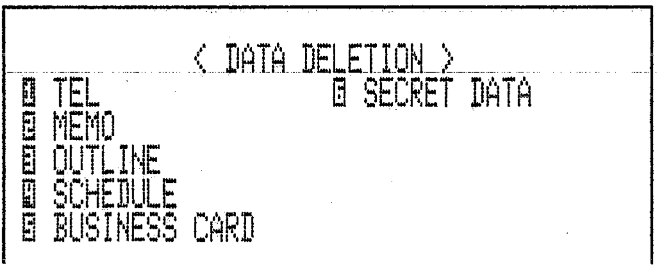
Make sure the password is correct! This is the last time you will ever see it.

What to Do If You Forget the Password

If you have forgotten the password for the Secret function, you can delete the password by using the Special function 2. When you delete the password, however, all your secret entries (that is, all entries marked with " ✱ ") will also be deleted along with it. Thus, be sure to choose a password that is easy to remember.

1. Display the Special function menu and select "2 DATA DELETION".

   SHIFT FUNCTION 2



```
            < DATA DELETION >
1 TEL                   6 SECRET DATA
2 MEMO
3 OUTLINE
4 SCHEDULE
5 BUSINESS CARD
```

2. Select "6 SECRET DATA". The delete prompt display will appear.

   6

3. Press Y . (To retain the data, press N .)
   If Y is pressed, both the password and secret entries are deleted and the initial display for the previous mode in use will reappear on the display. Now you may type in a new password.

Note: If a RAM card with the same password set as in the Organizer is installed, both passwords and all the secret entries will be erased from both the card and the Organizer. (For details on RAM card use, see page 163.)

RAM Cards and the Secret Function

The secret password on the Organizer must be the same as the password on a RAM card. You must completely remove the password from the Organizer before inserting a new RAM card. (See "Deleting and Changing the Password"). Once you insert the RAM card, you can then install your password on the Organizer again.

USING THE OTHER FUNCTIONS

The Organizer has many other useful functions such as Clip, Time/Date Stamp, Seek Search, and nine Special functions designed to check memory capacity, set alarms, delete data, set telephone directory names, provide additional fields for free use, store frequently used data in a user dictionary, set up the date and calendar formats, and to set the start-up display.

Using the Clip Function

Up to 2,048 characters of information from other operation modes or from new entries can be stored in a clipboard (a temporary bulletin-board-like file) for ready reference by using the "Clip" function. For example, you can bring together in a clipboard the name, address, and telephone number of the hotel you are staying at from other modes such as SCHEDULE, TEL, and BUSINESS CARD and also append the day's schedule. With the clip function, you can either store information on display from another mode or place it there briefly for editing.

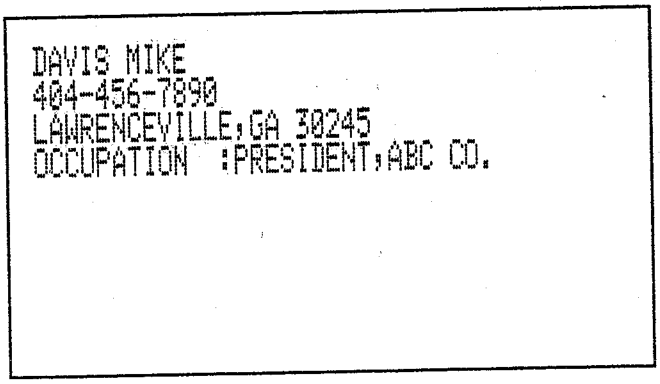
Storing a whole entry in the clipboard

An entry can be stored in the clipboard by retrieving it, pressing SHIFT CLIP to turn on the Clip function, and pressing ENTER to copy the whole entry to the clipboard.

For example, to put the "DAVIS" telephone entry from the TEL 1 directory in the clipboard:

1. Retrieve the telephone entry.

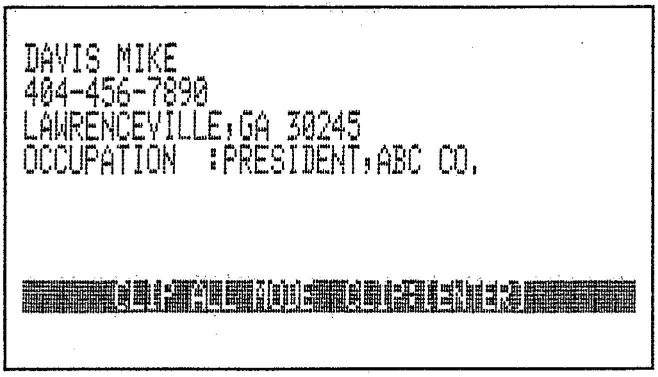
TEL
∨ (until the entry appears)



```
DAVIS MIKE
404-456-7890
LAWRENCEVILLE,GA 30245
OCCUPATION  :PRESIDENT,ABC CO.
```

2. Turn on the clip function.

   SHIFT CLIP

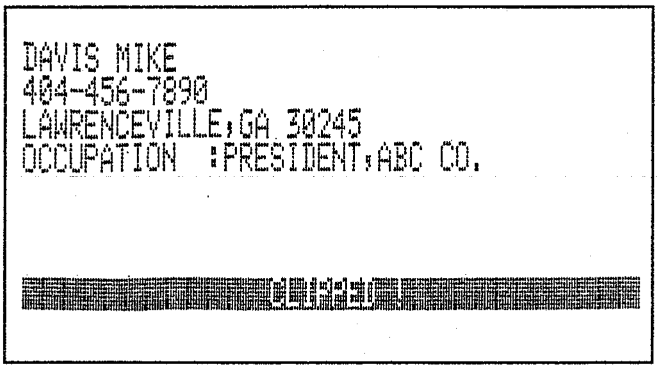


```
DAVIS MIKE
404-456-7890
LAWRENCEVILLE,GA 30245
OCCUPATION  :PRESIDENT,ABC CO.
```

   A message “CLIP ALL MODE CLIP :[ENTER]” appears.

3. Copy the displayed entry to the clipboard.

   ENTER



```
DAVIS MIKE
404-456-7890
LAWRENCEVILLE,GA 30245
OCCUPATION  :PRESIDENT,ABC CO.
```

   A message “CLIPPED!” will appear momentarily at the bottom of the display.

   The “DAVIS” entry is now stored temporarily in the clipboard.

   Note: The clipped entry will stay in memory until another entry is clipped.
   If you do not want to clip the displayed entry, press C·CE instead of ENTER .

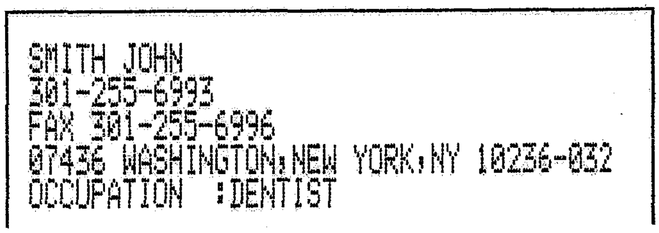
Clipping an entry partially

You can clip part of an entry by recalling the entry including the part you want to clip, selecting the Edit mode with SHIFT EDIT , and by pressing SHIFT CLIP .

To clip part of the “SMITH, JOHN” entry stored in the TEL mode, for example:

1. Retrieve the entry, part of which you would like to clip.

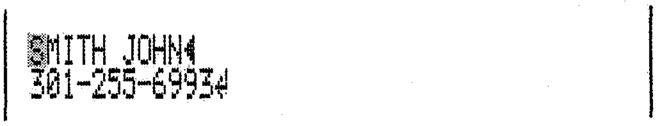
TEL v



```
SMITH JOHN
301-255-6993
FAX 301-255-6996
07436 WASHINGTON,NEW YORK,NY 10236-032
OCCUPATION  :DENTIST
```

2. Select the Edit mode.

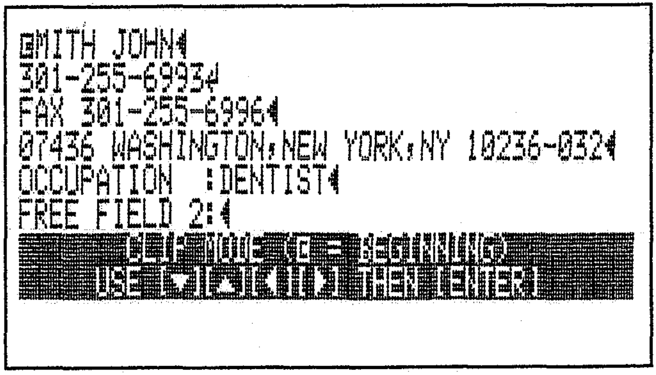
SHIFT EDIT



```
SMITH JOHN◀
301-255-6993◀
```

3. Move the cursor to the first character of the entry you would like to clip ("S" in this case) and select the Clip mode.

SHIFT CLIP

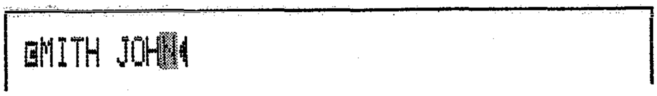


```
CMITH JOHN◀
301-255-6993◀
FAX 301-255-6996◀
07436 WASHINGTON,NEW YORK,NY 10236-032◀
OCCUPATION  :DENTIST◀
FREE FIELD 2:◀
      CLIP MODE (C = BEGINNING)
    USE [▼][▲][◀][▶] THEN [ENTER]
```

The symbol " C " indicating the start of clipping will appear at the cursor position.

4. Move the cursor to the last character of the entry to be clipped ("N" in this case).

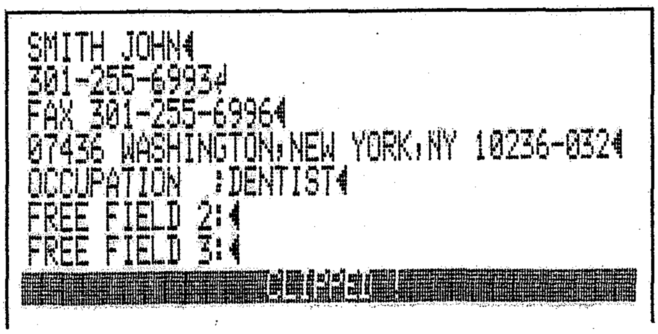
▶ ▶ . . .



```
CMITH JOHN◀
```

5. Copy the entry to the clipboard.

ENTER



```
SMITH JOHN◀
301-255-6993◀
FAX 301-255-6996◀
07436 WASHINGTON,NEW YORK,NY 10236-032◀
OCCUPATION  :DENTIST◀
FREE FIELD 2:◀
FREE FIELD 3:◀
              CLIPPED!
```

A message "CLIPPED!" will appear momentarily at the bottom of the display.

Note: If you do not want to clip the entry here, press C·CE instead of ENTER .

Pasting the clipped entry

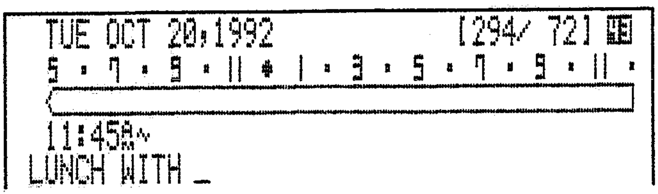
An entry once clipped can be pasted (copied) as many times as you want as long as it is in the clipboard. To do this, press SHIFT PASTE. For example, to record a date for lunch with MR. SMITH (whose name was clipped in the above example) at 11:45 AM in your schedule for October 20, 1992:

1. Specify October 20, 1992 and type in the time.

   SCHEDULE C·CE
   10201992 SCHEDULE
   1145 AM ENTER

2. Type in the description of the event.

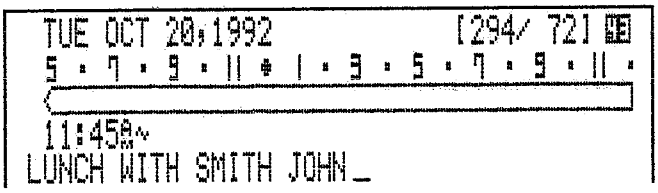
   LUNCH WITH
   SPACE



```
TUE OCT 20,1992          [294/ 72]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
11:45AM~
LUNCH WITH _
```

3. Paste the clipped entry “SMITH JOHN”.

   SHIFT PASTE



```
TUE OCT 20,1992          [294/ 72]
5 · 7 · 9 · 11 * 1 · 3 · 5 · 7 · 9 · 11 ·
11:45AM~
LUNCH WITH SMITH JOHN_
```

4. Press ENTER to store the schedule entry.

Cautions required when using the Clip/Paste function

- In the Clip/Paste function, a displayed entry is clipped as is (without change to the displayed format) and then the clipped entry can be pasted (copied) as is.
  In the BUSINESS CARD mode, the order of entries retrieved from the memory for display differs from that when they were stored in the memory. For this reason, when displayed entries are clipped or pasted, their order will change from that at the time of their input. To paste entries in the same order as when they were stored, use SHIFT EDIT and SHIFT ENTER instead of CLIP and PASTE.

- If an entry clipped in the BUSINESS CARD mode is pasted in the TEL mode, the pasted entry may be automatically input.

Notes:

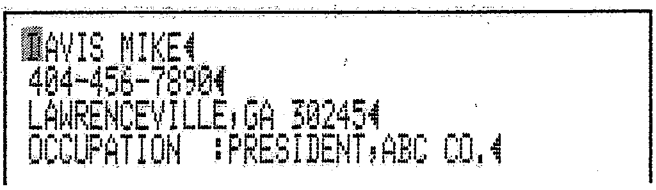
1) Each time you clip information, the previously stored text is replaced. The clipped text will remain in the clip memory until another "CLIP" is performed. This memory does not take away from the user storage memory.
2) When using the Clip function in the OUTLINE mode, pay attention to the following points:
   - If the Clip function is used while the topic symbol " ♦ " of a topic is blinking, a message "CLIP FAMILY MODE CLIP:[ENTER]" will appear and the topic's family will be clipped. In this case, the invisible lines of the topic's family will also be clipped.
   - If you attempt to clip the text lines of a topic's family in excess of 2,048 characters, a message "THIS FAMILY IS TOO LARGE TO CLIP/PASTE" and the text lines cannot be clipped.
   - When clipping part of a text line, clipping is allowed only within a topic.
3) If the CLIP mode is turned on with the cursor at the end of an item being typed, a message "CLIP ALL MODE CLIP:[ENTER]" appears and the item will be clipped. If the CLIP mode is turned on with the cursor at the end of an entry being edited, a message "CLIP ALL MODE CLIP:[ENTER]" appears and the entry will be clipped. During editing a business card entry, if the CLIP mode is turned on with the data input prompt menu "CHANGE COMPANY? Y/N" or "CHANGE DEPARTMENT? Y/N" being displayed, all the items of the entry being edited will be clipped. If the CLIP mode is turned on with the cursor at the end of a business card entry being edited, only the personal information of the entry will be clipped.

Using the Time/Date Stamp Function

This function allows to enter an item of information along with the date and/or time whichever you specify it to the Organizer. The date and time to be stamped are based on the built-in Home clock. For example, you can store someone's telephone number in the TEL mode along with the date you met the person. Move the cursor to where you would like to store the information. For example, to add the current date to the "DAVIS" telephone entry in the TEL 1 directory:

1. Retrieve the entry to which you wish to add the date ("DAVIS" telephone listing in this case) and select the Edit mode.

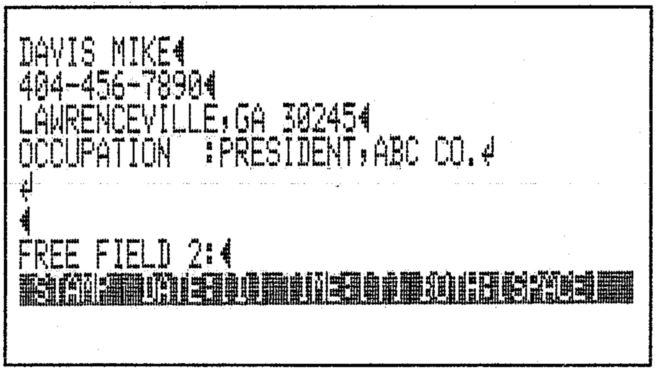
TEL ∨ SHIFT
EDIT



```
DAVIS MIKE◂
404-456-7890◂
LAWRENCEVILLE,GA 30245◂
OCCUPATION  :PRESIDENT,ABC CO.◂
```

2. Move the cursor to the end of the listing and drop down a line and activate the Time/Date stamp function.

▼ … ▼
▶ … ▶
↵ ↵
SHIFT TIME STAMP

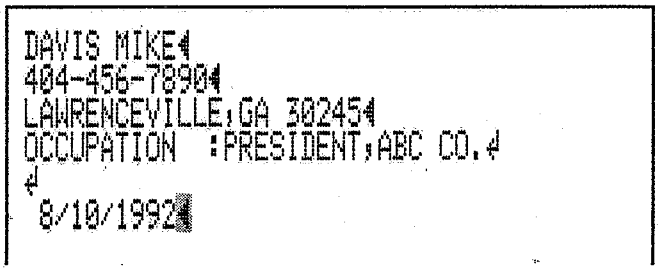


```
DAVIS MIKE◂
404-456-7890◂
LAWRENCEVILLE,GA 30245◂
OCCUPATION  :PRESIDENT,ABC CO.↵
↵
◂
FREE FIELD 2:◂
STAMP DATE:[D] TIME:[T] BOTH:[SPACE]
```

A message "STAMP DATE: [D] TIME: [T] BOTH:[SPACE]" will appear at the bottom of the display.

3. Specify the date for stamping.

D



```
DAVIS MIKE◂
404-456-7890◂
LAWRENCEVILLE,GA 30245◂
OCCUPATION  :PRESIDENT,ABC CO.↵
↵
 8/10/1992▮
```

The Organizer will automatically stamp the current date. If you want to specify the time here, press T instead. Press SPACE to stamp both the date and time.

4. Press ENTER to store the date together with the entry.

Notes:

- Use ↵ to move the cursor to the next line before using the date and/or time.
- To cancel the time/date stamp display, press C·CE .

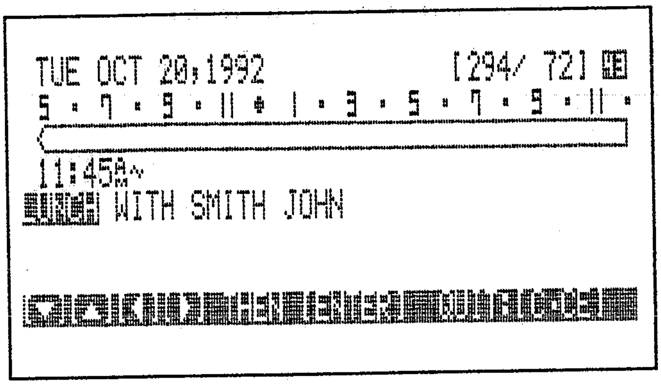
Using the Seek Search Function

With this function, any specified word or character string in data can be searched beyond the mode you are in. In other words, if you press SHIFT SEEK and specify any string(s) in the data stored in one mode (SCHEDULE, for example), the Organizer will search for it through the data files stored in any or all of the five modes (SCHEDULE, TEL, BUSINESS, MEMO, and OUTLINE) including its own mode.

To search for strings "SMITH JOHN" used in the SCHEDULE mode through the telephone entries stored in the TEL mode, for example:

1. Recall the schedule entry which contains the character strings you want to search for.
2. Press SHIFT SEEK and the first word line of the entry displayed will be shown in reverse video.

SHIFT SEEK

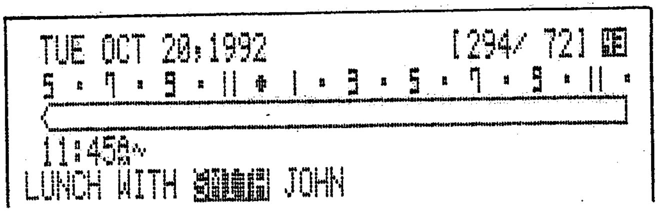


```
TUE OCT 20,1992           [294/ 72]
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
11:45A~
LUNCH WITH SMITH JOHN
```

Note: A character string separated by a space is regarded as a word.

3. Display the word you want to search in reverse video by using the Cursor keys.

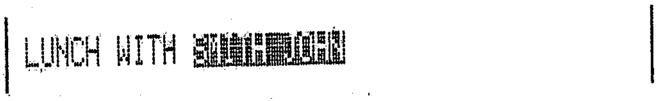
▶ ▶



```
TUE OCT 20,1992           [294/ 72]
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·
11:45A~
LUNCH WITH SMITH JOHN
```

4. Expand the range of reverse video to include the second word (JOHN in this case).

⇧ ▶ ⇧ ▶ · · ·



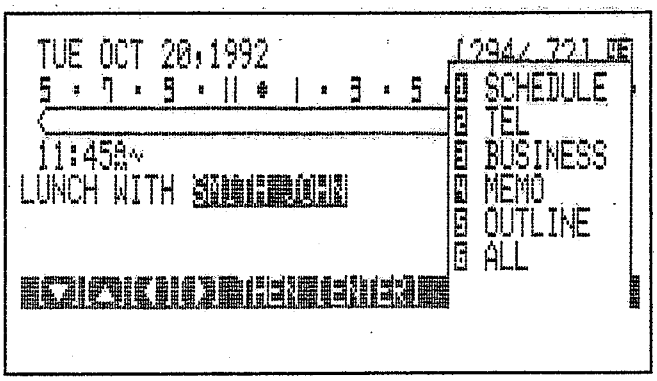
```
LUNCH WITH SMITH JOHN
```

If you want to a search to be executed by using part of a word or by specifying two or more words, you can narrow or expand the range of reverse video (highlighted area) with ⇧ ▶ or ⇧ ◀. Press ⇧ ▶ to expand the range to the right by one digit and ⇧ ◀ to narrow the range to the left by one digit, respectively.

Note: This step may be omitted if you do not need to expand nor narrow the range of reverse video.

5. Store the range of words (strings) to be searched.

ENTER



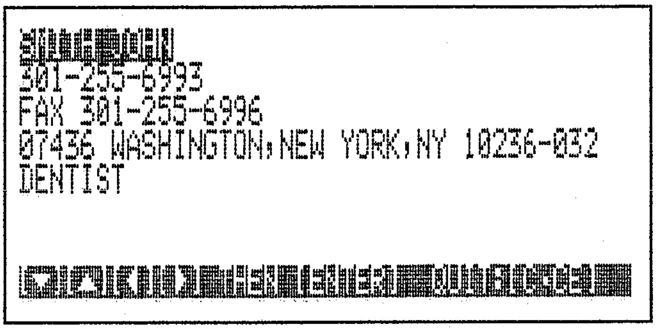
```
TUE OCT 20,1992                [294/ 721
5 · 7 · 9 · 11 * 1 · 3 · 5    1 SCHEDULE
                               2 TEL
11:45A                         3 BUSINESS
LUNCH WITH [illegible]         4 MEMO
                               5 OUTLINE
                               6 ALL
```

The Mode selection menu will appear on the display. Only the entries stored in the selected mode will be searched.

Note: Up to 40 characters may be specified as the range of words (strings) to be searched.

6. Type in the number corresponding to the mode subject to search (2 for TEL).

2



```
[illegible]
301-255-6993
FAX 301-255-6996
07436 WASHINGTON,NEW YORK,NY 10236-032
DENTIST
```

On selection of any of the modes, a message “SEARCHING . . . TO QUIT PRESS [ON]” will be displayed during the search and the entry(s) including the specified word(s) in reverse video will be displayed after a while.

If you want to continue the search within the current mode, press ∨ or ∧ .

If an entry containing the specified word(s) cannot be found, a message “NOT FOUND!” will be displayed momentarily and the display just previous to the current display will reappear. If you want to change the mode, press ENTER and select the desired mode.

If you want to change the word(s) to be searched, specify the new word(s) by repeating Steps 3 to 5 above.

Press C·CE to exit from the search operation.

Notes:

- If you select “6 ALL” in Step 6 above, a message “SEARCHING ... TO QUIT PRESS [ON]” will be displayed and the modes in which the entry containing the specified word(s) has been stored will be listed on the display. In this case, press the number corresponding to the mode in the list and the entry in the selected mode will be displayed.
- This seek search may be more or less time-consuming as it must be executed across the modes. If you want to quit the search, simply press ON any time during the operation.
- In this search, the Organizer makes no distinction between uppercase and lowercase letters.

Using the Special Functions

Any of the following nine convenient functions can be utilized by pressing SHIFT FUNCTION to display the Special function menu for its selection. Some of these functions have been described in the pertinent chapters of the major functions or modes in which they are normally to be used and are thus omitted in this section.

1. MEMORY CHECK: Indicates how much of the memory is in use (to be explained later in this section).
2. DATA DELETION: Used to delete memory data from the various modes. (See the section on deletion for each function.)
3. SCHEDULE ALARM: Used to review schedule alarms. (See page 60.)
4. DAILY ALARM: Used to set the daily alarms. (to be explained later in this section.)
5. USER'S DIC: Used to store, edit, or delete entries in the user dictionary (to be explained later in this section).
6. TEL FILE NAME: Used to input telephone directory file names. (See page 73.)
7. FREE FIELD NAME: Used to set free field names in the TEL or BUSINESS CARD mode. (See pages 74 and 85.)
8. SET UP: Used to set the date and calendar formats (to be explained later in this section).

9. START-UP DISPLAY: Used to specify the initial display format when the Organizer is powered up (to be explained later in this section).

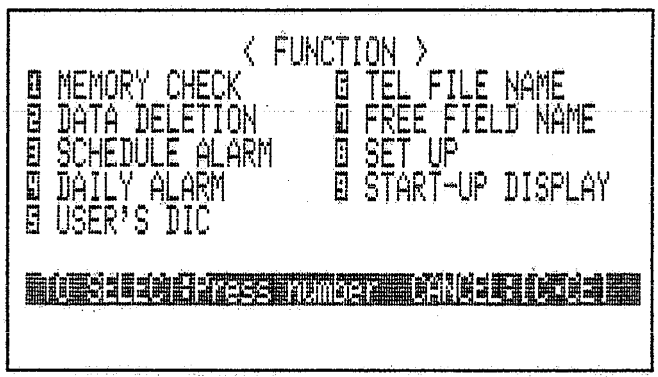
Checking the memory capacity

The MEMORY CHECK function indicates how much of the memory is in use and also the number of entries stored in each of the SCHEDULE, TEL, MEMO, ANN (PERIOD), BUSINESS CARD, and OUTLINE modes. Because these functions share the same memory, it's advisable for you to check the memory capacity for effective memory utilization so that you can know when to delete unwanted data.

To use this function:

1. Display the Special function menu.

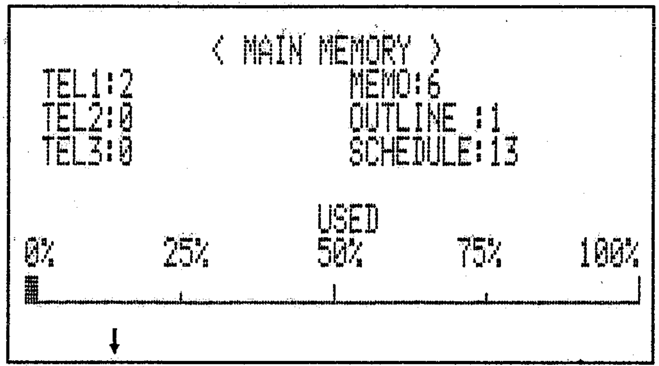
SHIFT FUNCTION



```
               < FUNCTION >
1 MEMORY CHECK          6 TEL FILE NAME
2 DATA DELETION         7 FREE FIELD NAME
3 SCHEDULE ALARM        8 SET UP
4 DAILY ALARM           9 START-UP DISPLAY
5 USER'S DIC

 SELECT:Press number   CANCEL:C·CE
```

2. Select "1 MEMORY CHECK".

1



```
             < MAIN MEMORY >
 TEL1:2                  MEMO:6
 TEL2:0                  OUTLINE :1
 TEL3:0                  SCHEDULE:13

                         USED
0%        25%            50%        75%        100%
```

The amount of main memory space used is shown on the display with the number of items used in each mode and a total percentage of space used for all modes on the bar graph. To check the modes not shown on the display, press ▼ . Use ▲ to scroll back the screen.

Press C·CE to exit from the Memory check mode and return to the previous display.

Note: When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.

Using the daily alarm function

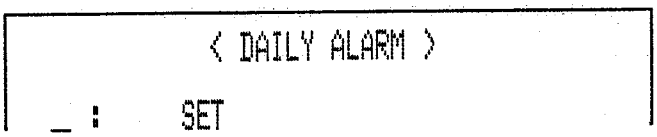
The Organizer's daily alarm can sound at specified times each day, like an ordinary alarm clock. The "DAILY ALARM" is selected from the Special function menu. The alarm can be set for as many as seven different times a day and can be easily turned off whenever it is unwanted. Note that for the alarm to sound, the beeper must be turned on ("🔔" will appear).

- **Setting daily alarm times**

To set the daily alarm to sound six times a day at 8:30 AM, 10:00 AM, 12:00 PM, 3:00 PM, 5:25 PM, 7:25 PM, for example:

1. Display the Special function menu and select "4 DAILY ALARM".

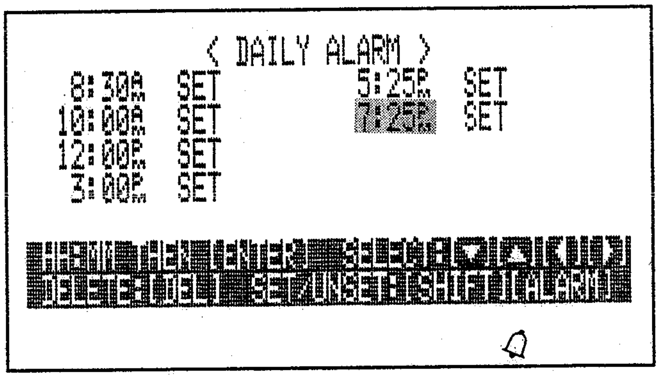
SHIFT FUNCTION
4



```
         < DAILY ALARM >
_ :    SET
```

2. Type in the alarm times.

0830 AM ENTER
1000 AM ENTER
1200 PM ENTER
0300 PM ENTER
0525 PM ENTER
0725 PM ENTER



```
         < DAILY ALARM >
  8:30A  SET            5:25P  SET
 10:00A  SET            7:25P  SET
 12:00P  SET
  3:00P  SET
```

After each time has been entered, the displayed time will blink and the symbol "SET" will appear, indicating that the alarm time has been set.

Notes:

- If you press any number keys by mistake while the list of previously set alarm times is on display, the numeric entries will be taken as inputs. Press C·CE to cancel an unwanted entry.
- When a different time is entered for the alarm time which has been set, the entry will be ignored.

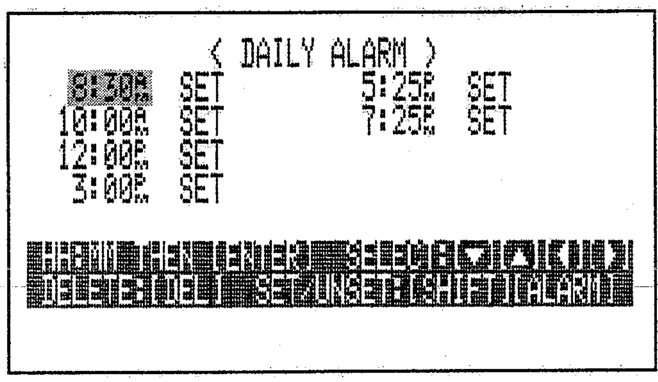
- **Specifying the set alarm not to sound**

Of the six alarm times set in the above example, you can disable an individual daily alarm.

For example, to specify that the alarm set for 10:00 AM will not sound:

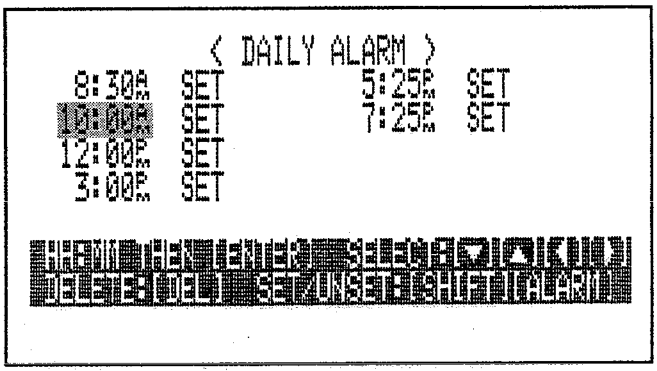
1. Select "4 DAILY ALARM" from the Special function menu.

   SHIFT FUNCTION
   4


< DAILY ALARM >
8:30AM SET 5:25PM SET
10:00AM SET 7:25PM SET
12:00PM SET
3:00PM SET
HH:MM THEN [ENTER] SELECT:[▼][▲][◀][▶]
DELETE:[DEL] SET/UNSET:[SHIFT][ALARM]

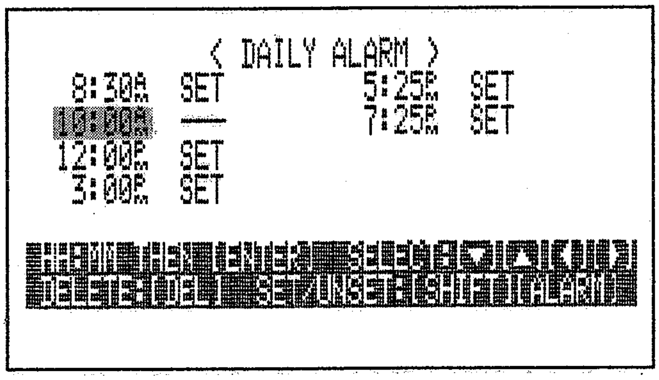
2. Specify the alarm time that you wish to disable (10:00 AM in this case) using the Cursor keys.

   ▼


< DAILY ALARM >
8:30AM SET 5:25PM SET
10:00AM SET 7:25PM SET
12:00PM SET
3:00PM SET
HH:MM THEN [ENTER] SELECT:[▼][▲][◀][▶]
DELETE:[DEL] SET/UNSET:[SHIFT][ALARM]

3. Erase the symbol "SET" from the alarm time.

   SHIFT ALARM


< DAILY ALARM >
8:30AM SET 5:25PM SET
10:00AM — 7:25PM SET
12:00PM SET
3:00PM SET
HH:MM THEN [ENTER] SELECT:[▼][▲][◀][▶]
DELETE:[DEL] SET/UNSET:[SHIFT][ALARM]

The symbol "SET" will disappear, indicating that the alarm will not sound at the set time.

- **Deleting daily alarm times**

To delete daily alarms, blink the time to be deleted using [▼], [▲], [◄], or [►] and press [DEL]. The delete prompt display will appear to confirm that you really want to delete the set alarm time. Press [Y] to delete the time.

Using the user dictionary

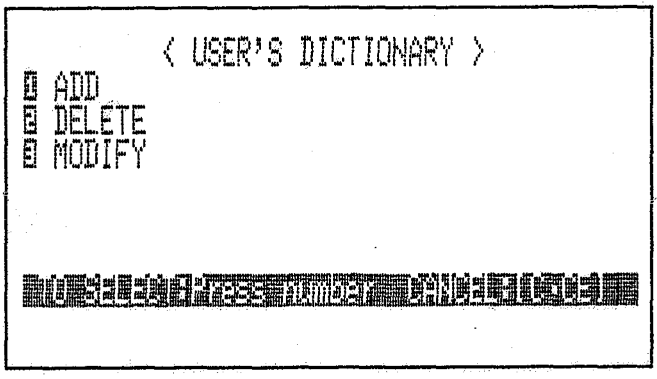
Frequently used words, phrases, and sentences can be stored in the user dictionary and recalled when needed to save time for input in other modes such as SCHEDULE, TEL, ANN (PERIOD), MEMO, BUSINESS CARD, and OUTLINE.
The words, phrases, and sentences stored in the user dictionary are on individual pages arranged alphabetically from "A" to "Z", while entries beginning with a number, symbol, or special character are on a page preceding these.

- **Storing data in the user dictionary**

To store "MEETING ROOM NO.", "MEETING WITH", and "NEW JERSEY" in the user dictionary, for example:

1. Display the Special function menu and select "5 USER'S DIC".

[SHIFT] [FUNCTION]
5

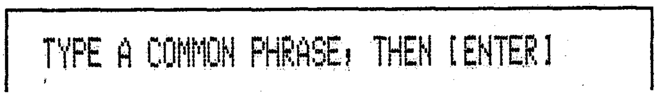


```
       < USER'S DICTIONARY >
1 ADD
2 DELETE
3 MODIFY

[illegible] Press number [illegible]
```

The user dictionary menu will appear.

2. Select "1 ADD" to add new phrases or words.

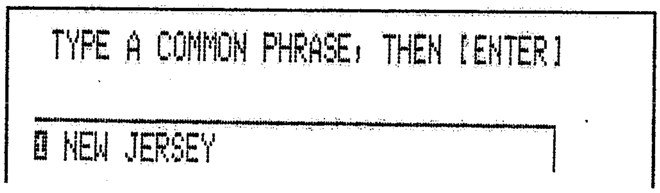
1



```
TYPE A COMMON PHRASE, THEN [ENTER]
```

3. Add the new phrases to the user dictionary.

MEETING ROOM NO.
ENTER
MEETING WITH
ENTER
NEW JERSEY ENTER



```
TYPE A COMMON PHRASE, THEN [ENTER]

▮ NEW JERSEY
```

These entries will be stored on the "M" and "N" pages, respectively. Up to 32 characters can be stored per entry in the dictionary. After the entries have been made, press C·CE to return to the user dictionary menu.

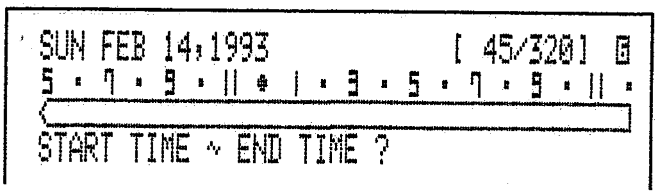
Note: Entering anything into the user dictionary twice will create two identical files in the memory. Periodically check the dictionary and remove redundancies.

- **Recalling data in the user dictionary**

If USER DIC is pressed when you are typing in schedule entries, etc., stored entries in the user dictionary are displayed in alphabetical order. The display will begin with the first page on which entries are displayed.
Each time ∨ is pressed, the next page will be displayed in alphabetical order. When ∧ is pressed, the preceding page will be displayed.
After selecting the page containing a desired entry, you can select the entry by pressing the number key corresponding to the entry number on the page.
To type in "MEETING ROOM NO. 202" for the February 14, 1993 schedule using the "MEETING ROOM NO." entry stored in the user dictionary, for example:

1. Select the SCHEDULE mode and display the agenda for February 14, 1993.

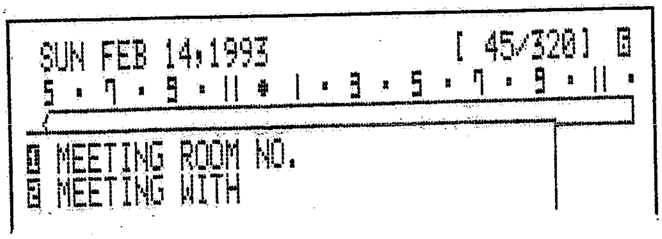
SCHEDULE C·CE
C·CE 02141993
SCHEDULE



```
SUN FEB 14,1993              [ 45/320] ▮
5 · 7 · 9 · 11 ◆ 1 · 3 · 5 · 7 · 9 · 11 ·

START TIME ~ END TIME ?
```

2. Recall the user dictionary (page M).

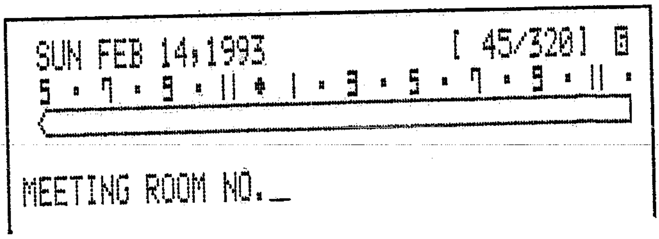
USER DIC M


SUN FEB 14,1993 [45/320]

1 MEETING ROOM NO.
2 MEETING WITH

3. Select the entry number “1 MEETING ROOM NO.” from the list.

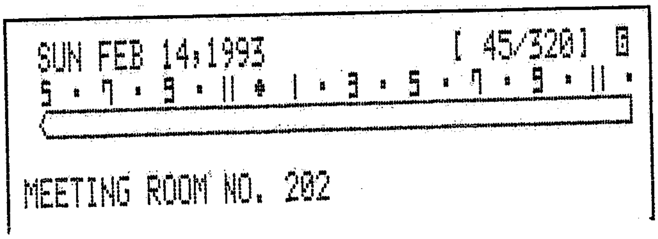
1


SUN FEB 14,1993 [45/320]

MEETING ROOM NO._

4. After copying the phrase from the user dictionary, add “202” following “ROOM NO.” and store the schedule entry.

SPACE 202 ENTER


SUN FEB 14,1993 [45/320]

MEETING ROOM NO. 202

You can access user dictionary entries more quickly by calling up the appropriate page immediately, rather than scrolling through all the letters of the alphabet. For example, you can access the “M” entries by beginning with the “M” page. However, a page containing entries beginning with a number, symbol, or special character cannot be accessed in this way.

Notes:

- If more than five entries are stored on a page, the entries will be divided into groups. The next time v is pressed, the second group will be displayed and so on.
- Entries beginning with a symbol, number, or special character are stored on a page preceding the “A” page. This page will be displayed first when USER DIC is pressed. Accented characters such as “Ä” and “Ç” are stored on the “A” and “C” pages, respectively.

The following is a list of accented characters, Greek letters, and other letters, not contained in the ordinary alphabet but stored on the same pages as English alphabet.

Page	Letters
A	A a Ä ä À à Á á Â â Ã ã Å å ª Æ æ
C	C c Ç ç
E	E e ë È è É é Ê ê
I	I i ï ì Í í î
N	N n Ñ ñ
O	O o Ö ö Ò ò Ó ó Ô ô Õ õ º
S	S s ß
U	U u Ü ü ù Ú ú û
Y	Y y ÿ

- **Editing entries in the user dictionary**

Entries in the dictionary may be edited and corrected as follows:

1. Select "3 MODIFY" from the User dictionary menu.
2. Recall the entry you wish to correct from the dictionary by specifying the applicable page and pressing the number key corresponding to the entry number.
3. Correct the entry using ◀, ▶, ▲, ▼, INS, and DEL. (See "Making Corrections" on page 24.)
4. Press ENTER to store the corrected entry.

Note: If the first character of an entry is changed, the entry will be stored on the page corresponding to the changed first letter.

- **Deleting entries from the user dictionary**

Entries in the dictionary may be deleted as follows:

1. Select "2 DELETE" from the User dictionary menu.
2. Recall the entry to be deleted from the dictionary by specifying the applicable page and pressing the number key corresponding to the entry number.

Setting up the Organizer

With this SET-UP function, the Organizer allows you to choose the display formats for date and calendar.

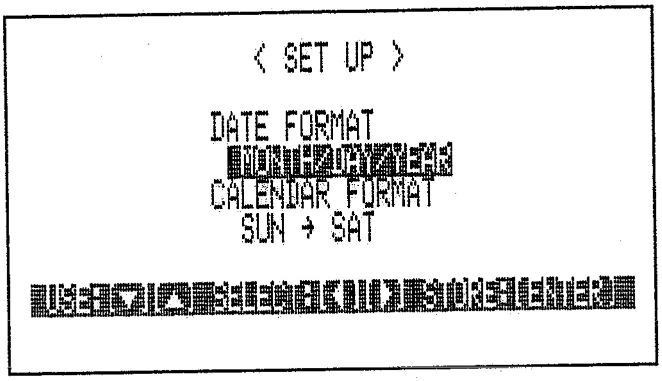
The Organizer's sequence for entering a date is "MONTH/DAY/YEAR". With the "DATE FORMAT" function, you can change this to the "DAY.MONTH.YEAR" format. This change in the date format affects the Calendar, Schedule, Anniversary and Period, and Time/Date Stamp functions.

The Organizer's calendar display format "SUN → SAT" can also be changed to "MON → SUN", meaning that you can specify the first day of the week in the monthly calendar as either Sunday or Monday.

To change the date and calendar formats:

1. Display the Special function menu and select "8 SET UP".

SHIFT FUNCTION
8

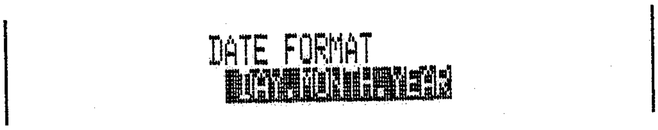


< SET UP >
DATE FORMAT
MONTH/DAY/YEAR
CALENDAR FORMAT
SUN → SAT

The SET UP menu will be displayed.

2. Select the date format "DAY.MONTH.YEAR".

▶



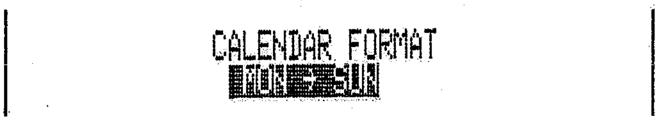
DATE FORMAT
DAY.MONTH.YEAR

The highlighted date format designation will change from "MONTH/DAY/YEAR" to "DAY.MONTH.YEAR".

Each time ▶ is pressed, the date format designation alternates between "MONTH/DAY/YEAR" and "DAY.MONTH.YEAR".

3. Display the calendar format in reverse video and select "MON → SUN".

[▼] [▶]



CALENDAR FORMAT
MON→SUN

The highlighted calendar format designation will change from "SUN → SAT" to "MON → SUN".
Each [▶] time is pressed, the calendar format designation alternates between "SUN → SAT" and "MON → SUN".

4. Press [ENTER] to store the changed date and calendar formats.

Note: Skip Step 2 above if you do not wish to change the date format and Step 3 if you do not wish to change the calendar format. After completing this practice setting, be sure to return the date or calendar format to its original setting.

Setting up the start-up display

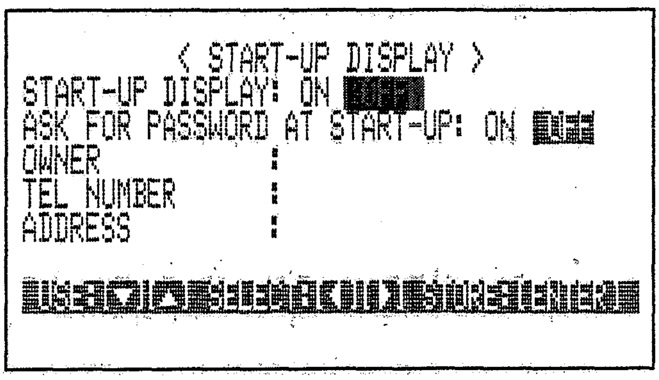
The start-up display is the first screen that appears each time your Organizer is powered up (different from that which appears after Initialization).
With this START-UP DISPLAY function, you can customize your start-up display with your name (owner), telephone number, and address. You can even prevent anyone but yourself from operating the Organizer after the start-up display unless a specified password is entered.
To set up the start-up display without access control by a password with the following owner name, telephone number, and address for display, for example:

HAMILTON OLIVIA
105-663-9521
701 BROADWAY NEW YORK, NY 10012

1. Display the Special function and select "9 START-UP DISPLAY".

SHIFT FUNCTION

9

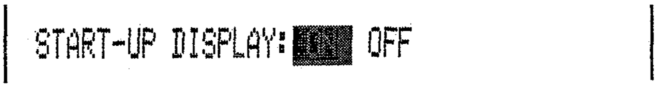


```
      < START-UP DISPLAY >
START-UP DISPLAY: ON OFF
ASK FOR PASSWORD AT START-UP: ON OFF
OWNER          :
TEL NUMBER     :
ADDRESS        :

USE ▼/▲ SELECT ◀/▶ STORE:ENTER
```

The START-UP menu will be displayed.

2. Select "ON" or "OFF" for the "START-UP DISPLAY" option using ▶ or ◀.

◀

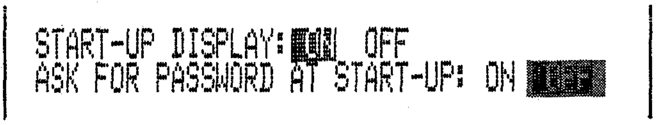


```
START-UP DISPLAY: ON OFF
```

In this example, "ON" is selected (highlighted).
If "ON" is selected, the start-up display will appear upon power application to the Organizer. If "OFF" is selected, no start-up display will appear.

3. Select "ON" or "OFF" for the "ASK FOR PASSWORD AT START-UP" option using ▶ or ◀.

▼

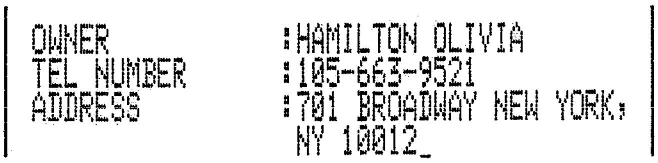


```
START-UP DISPLAY: ON OFF
ASK FOR PASSWORD AT START-UP: ON OFF
```

In this example, "OFF" is selected.
For the "ASK FOR PASSWORD AT START-UP" option, select "ON" if you want to use a password to prevent access to the Organizer by anyone but you. After the start-up display appears, the Organizer will ask you for a password. In this case, the password you will enter must be the same as one you have specified and stored in the Secret function (see page135). If no password has been stored, the start-up display will not "prompt" you to enter a password, regardless of the "ASK FOR PASSWORD AT START-UP" option.

4. Type in the name, telephone number, and address of the owner.

▼ HAMILTON OLIVIA
▼ 105-663-9521
▼ 701 BROADWAY
. . . . . NY 10012



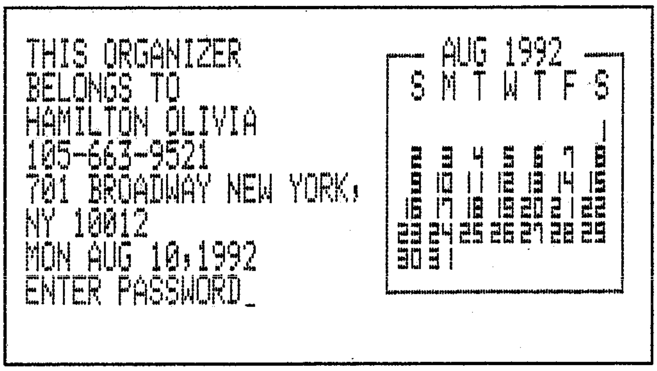
```
OWNER            :HAMILTON OLIVIA
TEL NUMBER       :105-663-9521
ADDRESS          :701 BROADWAY NEW YORK,
                  NY 10012_
```

You can type in your name (up to 22 characters), telephone number (up to 22 characters), and address (up to 44 characters) as the owner of the Organizer to show on the start-up display.

5. Press ENTER to store the parameter and owner settings.
6. Turn the power off and on again to confirm that the start-up display appears as you have set.

Notes:

- Select the mode you want to be in and then operate the Organizer as usual in the selected mode.
- If “ON” is selected for the option parameter “ASK FOR PASSWORD AT START-UP”, the following display will appear.



```
THIS ORGANIZER                  AUG 1992
BELONGS TO                S  M  T  W  T  F  S
HAMILTON OLIVIA                             1
105-663-9521              2  3  4  5  6  7  8
701 BROADWAY NEW YORK,    9 10 11 12 13 14 15
NY 10012                 16 17 18 19 20 21 22
MON AUG 10,1992          23 24 25 26 27 28 29
ENTER PASSWORD_          30 31
```

After the entry of a password, press ENTER . Then, you may operate the Organizer as usual.

OPERATING WITH PERIPHERAL DEVICES

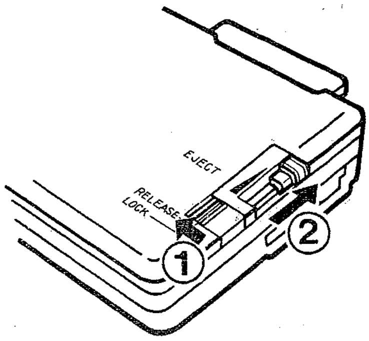
The Organizer offers a remarkably wide range of functions for its size. Its power can be expanded through any of the optional accessories such as an IC card, a printer, a cassette recorder, a data transfer cable, a PC interface, or a modem. Be sure to connect the optional device properly to the Organizer. (See the operation manual of each optional device for operating instructions.)

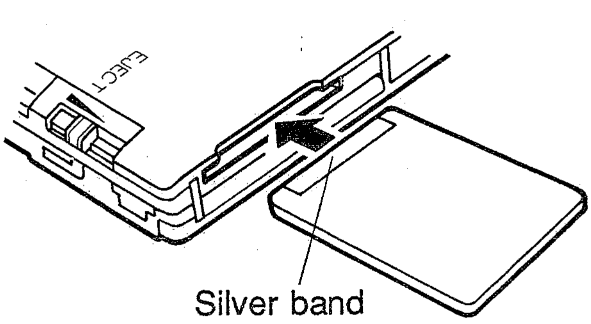
Installing the Optional IC Cards

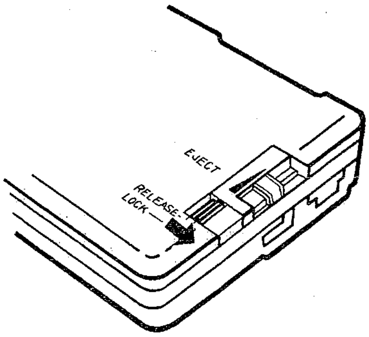
Before installing any of the optional IC cards in the Organizer, be sure to remove the protection card from the IC card slot. Also, keep the protection card where it will not be lost and replace it in the slot after use.

Installing the IC card

1. Press OFF to turn off the power of the Organizer.
2. Close the Organizer's case.
3. Set the card lock switch to the "RELEASE" position (see the illustration below).
4. Slide the card removal lever in the direction of the arrow (see the illustration below).
5. Remove the protection card from the IC card slot.
6. Turn the surface of the IC card downward and insert the IC card firmly from its pin side as far as it will go into the IC card slot.
7. Set the card lock switch to the "LOCK" position by pushing it back to the right.





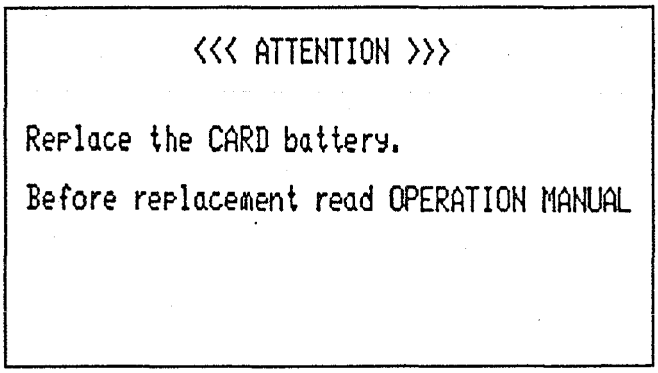


CAUTIONS:

- The Organizer cannot be turned on when the card lock switch is set to the “RELEASE” position.
- If the IC card is not inserted firmly, the card lock switch cannot be set to the “LOCK” position. The IC card may be broken when the Organizer is opened with the card lock switch not properly locked.

Notes:

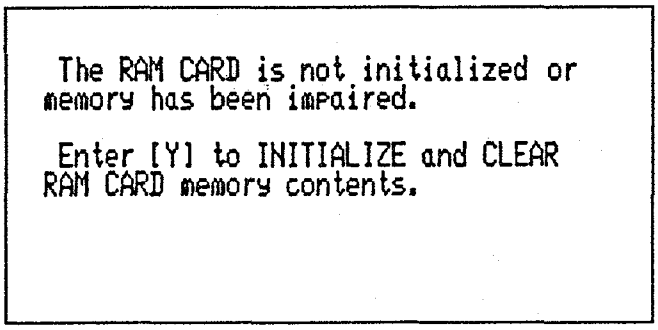
- Make sure to turn off the power of the Organizer by pressing [OFF] before installing or removing any optional IC card. If not, any key other than the RESET switch will not function and data stored in memory may be lost.
- If the IC card battery is weak when the power is turned on, the following message will be displayed:



```
         <<< ATTENTION >>>

Replace the CARD battery.

Before replacement read OPERATION MANUAL
```

Replace the IC card battery immediately. (See the operation manual of the IC card for details.)

- When the optional RAM card is inserted into the Organizer for the first time, the following message is displayed:



```
 The RAM CARD is not initialized or
memory has been impaired.

 Enter [Y] to INITIALIZE and CLEAR
RAM CARD memory contents.
```

Press [Y] to clear the RAM card memory contents. The optional RAM card can now be used with the Organizer.

- The optional RAM card cannot be used when a password is registered in the Organizer. If the Organizer password differs from that of the RAM card, a message "CARD PASSWORD IS DIFFERENT FROM MAIN UNIT PASSWORD" will be displayed. (For what to do in this case, see the RAM Card Operation Manual.) Remove the Organizer password when using the RAM card. (For further details, see the RAM Card Operation Manual.)
- When the IC card is removed from the Organizer, be sure to reinstall the protection card. This protects the transparent guide keys from damage.

Using the RAM Card

When the optional RAM card is installed in the Organizer, you can do the following:

- Storing and recalling data just the same as with the memory in the Organizer (see the RAM Card Operation Manual for details)

  Note: When executing a SEEK SEARCH operation with the RAM card installed in the Organizer, pay attention to the following point:
  You must be using a mode on the RAM card when you press [SHIFT] [SEEK] if you wish to search for data on the RAM card.

- Transferring the data stored in the Organizer to the optional RAM card for saving as backup data. This method of back-up is the easiest and quickest method available.

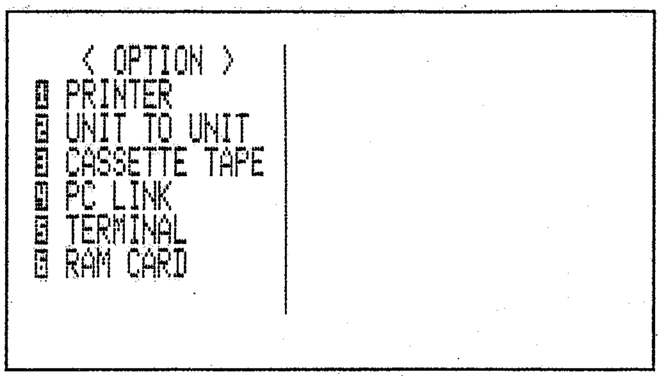
Transferring data between the main memory and the RAM card

You can transfer all the contents of the Organizer's memory (main memory) to the optional RAM card or transfer all the memory contents of the RAM card to the main memory in the following way:

1. Install the RAM card.

2. Display the Option menu.

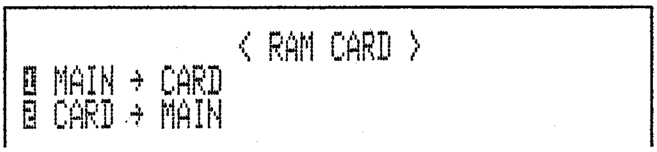
SHIFT OPTION



```
   < OPTION >
1 PRINTER
2 UNIT TO UNIT
3 CASSETTE TAPE
4 PC LINK
5 TERMINAL
6 RAM CARD
```

3. Select “6 RAM CARD”.

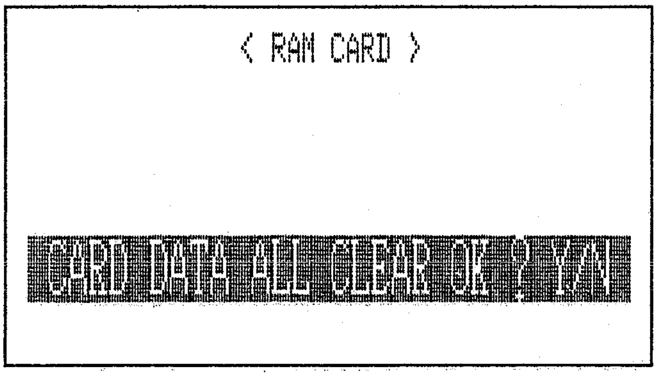
6



```
              < RAM CARD >
1 MAIN → CARD
2 CARD → MAIN
```

4. Select “1 MAIN → CARD” to transfer data from the main memory to the RAM card.

1



```
              < RAM CARD >

CARD DATA ALL CLEAR OK ? Y/N
```

A message “CARD DATA ALL CLEAR OK? Y/N” will appear. If you press Y in the next step, all the data in the main memory will be transferred to the RAM card after erasing all the previous data in the RAM card.

Note: When you transfer the data in the RAM card to the main memory, select “2 CARD → MAIN” and a message “MAIN DATA CLEAR OK? Y/N” will appear. If you press Y in the next step, all the data in the RAM card will be transferred to main memory after erasing all the contents of the main memory.

5. Press Y to execute the data transfer.

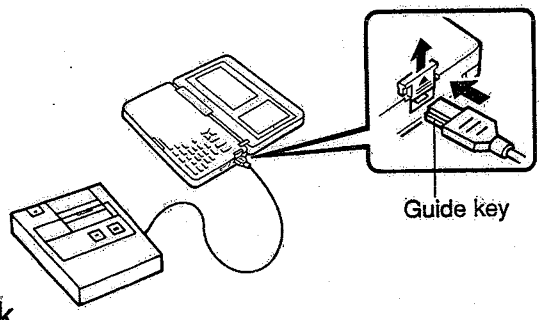
Notes:

- The data stored in the RAM card can be used in other Organizer models.
  However, there are certain limitations.
  1) Entries stored in function not available to a particular organizer cannot be viewed. For example, a RAM card that contains outline (and other) data can be loaded into an OZ-7000 series Organizer but the outline data cannot be recalled.
  2) Entries exceeding 512 characters in the MEMO mode or 507 characters in the TEL mode can be displayed on the OZ-7000 series Organizers, but these entries cannot be edited on the OZ-7000 series. Schedule entries exceeding 512 characters cannot be displayed on the OZ-7000 series.
- During a data transfer to the RAM card or main memory, if the capacity of the RAM card or main memory becomes insufficient to store all the data being transferred, a message “MEMORY FULL” will be displayed.
- If the amount of data in the RAM card is close to the maximum capacity of the main memory, a message “MEMORY FULL” may be displayed. In this case, reduce the amount of data in the RAM card by erasing unwanted data.
- If you edit any of the data stored in the RAM card installed in an OZ-7000 series unit on an OZ-8000 series unit, a message “MEMORY FULL” may be displayed. This is due to the addition of a delimiter between free fields.

Using the PRINTER Function

Data stored in the Organizer’s memory can be printed to give a hard copy. To do this, the optional CE-50P printer must be first connected to the Organizer.

Connecting the printer



1. Turn off both the Organizer and the printer.
2. Push up the jack cover (on the upper right end of the lower housing) to expose the 4-pin option jack.
3. Connect the printer interface cable to the 4-pin option jack.

Caution: The interface cable connector is equipped with a guide key (projection) to indicate its connection position. When connecting it to the 4-pin option jack, make sure the guide key is oriented to the left side of the jack slot with the jack viewed from its front (see the above figure). Improper connection may cause the data stored in the Organizer to be lost.

Note: When the printer is disconnected from the Organizer, make sure to close the jack cover over the 4-pin option jack.

Printing data in four different ways

Data can be printed in one of the following four ways.

1. Printing a display screen.
2. Printing only the recalled entry being displayed.
3. Printing the recalled entry being displayed and all subsequent entries in memory
4. Printing all the data stored in a specified mode

Notes:

- With the methods 2 to 4 above, only the data stored in the SCHEDULE, TEL, BUSINESS CARD, MEMO, or OUTLINE mode can be output to the printer. (The printing methods 3 and 4 above cannot be applied in the BUSINESS CARD mode, if the Secret function is turned on.)
- With the methods 2 to 4 above, a new line starts printing after 16 columns (characters) per line. Before printing the required data, break lines evenly with [↵] to enhance readability.

• Printing a display screen

All data on a display screen will be printed as is (that is sideways). Even while data is being recalled, whatever is appearing only within the display screen (excluding hidden data) will be printed. If you want to display the entire line of data, see "Printing only the recalled entry being displayed" below. Any display screen (except those appearing momentarily and those for confirmation such as Clear OK? and Delete OK? with the entire text shown in reverse video) can be printed regardless of the mode in which your Organizer is operating.

To print a display screen:

1. Display the desired screen.

2. Press SHIFT PRINT and the desired display screen will be printed.

   SHIFT PRINT

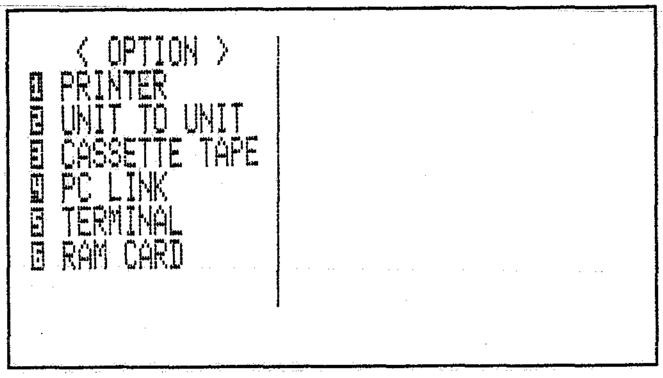
- **Printing only the recalled entry being displayed**

Only the recalled entry being displayed in the SCHEDULE, TEL, BUSINESS CARD, MEMO, or OUTLINE mode will be printed.

To print the recalled entry being displayed:

1. Recall the desired entry in any of the five modes.
2. Display the Option menu.

   SHIFT OPTION



3. Select “1 PRINTER”.

   1

   A message “-PRINTING-” will appear and the entire line of the recalled data (including its continuation not on display) will be printed.

- **Printing the recalled entry and all subsequent entries**

The recalled entry being displayed in the SCHEDULE, TEL, BUSINESS CARD, MEMO, or OUTLINE mode and all subsequent entries in memory will be printed.

To print the recalled entry and all subsequent entries:

1. Recall the desired entry in any of the five modes.
2. Display the Option menu.
3. Press SHIFT and select “1 PRINTER”.

   SHIFT 1

   A message “-PRINTING-” will appear and the recalled entry and all subsequent entries in memory will be printed.

- **Printing all the data stored in a specified mode**

All data you stored in the SCHEDULE, TEL, BUSINESS CARD, MEMO, or OUTLINE mode can be printed by specifying the mode.

To print all the data stored in a specified mode:

1. Specify the desired mode.
2. Display the data input prompt of the specified mode.
   Note: With the SCHEDULE mode, the time input prompt must be displayed.
3. Display the Option menu and select "1 PRINTER".
   A message "-PRINTING-" will appear and all the data stored in the specified mode will be printed.

Notes:

- If the Secret function is turned on, entries marked as secret data will not be printed. However, in the BUSINESS CARD mode, non-secret data will not be printed as well. To print these, turn off the Secret function first.
- To stop the printing in progress, press ON . The printing will stop and the previous display will reappear.
- When the EA-23E AC adapter is used to supply power to the CE-50P, data including highlighted characters may not be printed (such as when printing anniversaries, etc.). To print data including highlighted characters, install AA (R6) batteries in the CE-50P and disconnect the AC adapter.
- If any error occurs during the printing operation, a message "I/O DEVICE ERROR" will appear. (For what to do in this case, see the operation manual of the printer.)

Using the Data Transfer Function

Data can be transferred between two Organizer units (of the same model or different models) using the optional UNIT TO UNIT function, between this Organizer and a cassette recorder using the optional CASSETTE TAPE function, between this Organizer and a personal computer using the optional PC LINK function, and between this Organizer and another remote Organizer unit or between this Organizer and a remote PC or mainframe computer through a modem using the optional TERMINAL function. This data communication feature of the Organizer is useful for backing up the data stored in the Organizer and for information sharing between two units.

	Style of Transfer		
	Transferring one entry at a time	Transferring all entries in a particular mode	Transferring all modes at once
UNIT TO UNIT	Yes (append only) The transferred entry will be added to existing data.	Yes (overwrite only) All entries in receiving unit will be replaced with transferred information.	Not available
CASSETTE TAPE	Not available	Yes (overwrite only) All entries in organizer will be replaced with transferred information.	Not available
PC LINK	Yes (append only)* The transferred entry will be added to exisitng data.	Yes (append and overwrite)*	Yes (append and overwrite)*
TERMINAL MODE	Only memo data can be transferred.	Not available	Not available

* The features of the PC LINK mode depend upon the ability of software developed for the computer.

Transferring data between two Organizer units

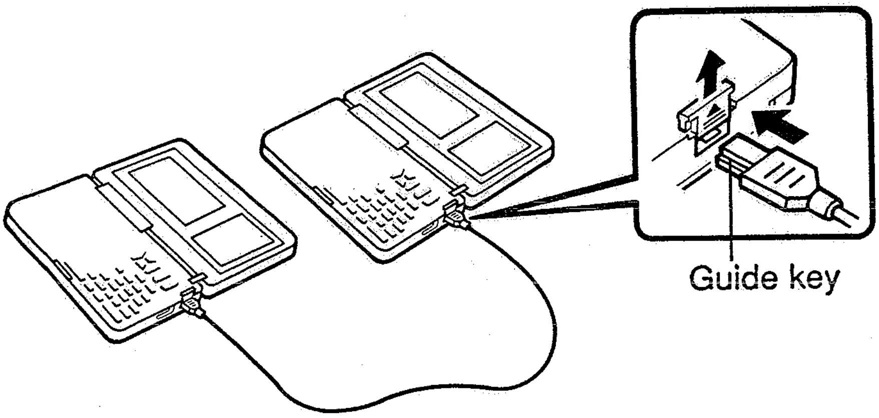
Data stored in your Organizer can be transferred to another Organizer unit such as one in the OZ or ZQ series using the "UNIT TO UNIT" function in the Option menu. The optional data transfer cable, CE-200L or CE-300L is required for this transfer. Schedule, telephone, memo, outline, and business card entries can be transferred. However, anniversary/periodic event entries and user dictionary entries cannot.

Notes:

- If the second Organizer unit does not support a function from which data in the first Organizer unit is to be transferred, data transfer will not be performed between the two. For example, if the receiving unit is an OZ-7000 series Organizer, outline and business card data stored in your Organizer cannot be transferred to the OZ-7000 series Organizer, since it does not support the Outline Processor and Business Card functions. Data stored in free fields in the Telephone and Business Card functions can only be transferred to another OZ-8000 series unit.

Interconnecting the two Organizer units

1. Turn the power off on both units.
2. Push the jack cover up to expose the 4-pin option jack in each unit.
3. Connect the data transfer cable to both the 4-pin option jacks.



Caution: The cable connector is equipped with a guide key to indicate its connection position. When connecting it to the 4-pin option jack, make sure the guide key is oriented to the left side of the jack slot with the jack viewed from its front (see the above figure). Improper connection may cause the data stored in the Organizer to be lost.

Note: When the data transfer cable is not connected to the Organizer, make sure to close the cover over the 4-pin option jack.

Sending, receiving, and verifying data between two units

Any or all of the schedule, telephone, memo, outline, or business card entries stored in one Organizer unit may be transferred to the other. Secret "MARK✱ED" entries can only be transferred if the Secret mode has been turned off.

- To transfer an individual entry, recall the desired entry with both Organizer units set in the same mode.
- To transfer all schedule entries from the OZ-7000 series, ZQ-5000 series, or ZQ-2000 series Organizer, first display the date input prompt, then set the sending unit to the send mode.
- To transfer all schedule entries, recall the schedule time input prompt in both Organizer units. Press CALENDAR and then SCHEDULE on both units before transferring.
- To transfer all entries in a telephone directory, recall the initial input screen (NAME?) of the desired directory in both Organizer units.

- To transfer all memo entries, recall the initial input screen (TITLE?) in both Organizer units.
- To transfer all entries in an outline file, recall the initial input screen (TITLE?) in both Organizer units.
- To transfer all entries in a business card file, recall the initial input screen (COMPANY?) in both Organizer units.

After recalling the desired entry for transfer or recalling the initial input screen of the mode for transfer, press SHIFT OPTION 2 to select the "UNIT TO UNIT" function from the Option menu. The "UNIT TO UNIT" menu lists the following three function options:

1. SEND: Used to send data to the receiving unit.
2. RECEIVE: Used to load the data transferred from the sending unit into the receiving unit. Select "1 SEND" for the sending unit and "2 RECEIVE" for the receiving unit.
3. VERIFY: Used to verify the data transferred by the sending unit with the previously saved or loaded data in the receiving unit. Select "3 VERIFY" for the receiving unit and "1 SEND" for the sending unit. Either Organizer unit can be the receiving unit during the Verify operation.

Notes:

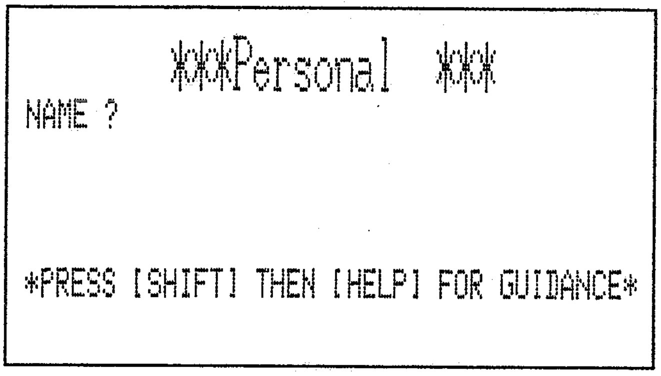
- No data can be transferred when the Secret mode is ON in the receiving unit. However, transferring one entry at a time is available. If you attempt to transfer data, a message "SECRET ON MODE" will be displayed in the receiving unit. To transfer data, you must turn off the Secret mode in the receiving unit.
- Select the same function (TEL, for example) for both units, because no data can be transferred between units operating in different functions. If you attempt to transfer data, a message "DATA ERROR" will be displayed in the receiving unit. However, the telephone directories in the TEL mode are treated differently. To transfer telephone entries, any of the three directories (TEL 1, TEL 2, and TEL 3) may be selected on either unit.
- When schedule entries (from SCHEDULE mode) are transferred from your Organizer to a ZQ-2000 series Organizer, schedule alarm times are automatically set as the schedule starting times in the ZQ-2000 series unit.
- A difference in the number of display columns per line between two Organizer units of different models may result in a different return line position when data is transferred. Editing may be performed on the data transferred.

- After the data has been transferred, use the VERIFY function to confirm that the data has been received properly.
- **SEND/RECEIVE operation**

Transfer the "Personal" telephone directory 1 stored in the TEL mode in your Organizer (Sending unit) to another Organizer unit (Receiving unit)

1. Display the initial input screen of the mode you wish to transfer on the sending unit.

   TEL

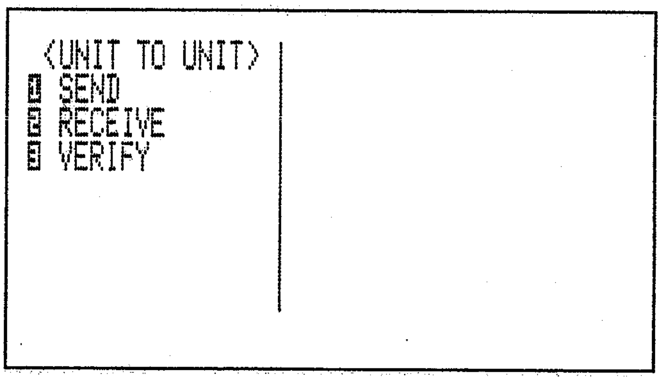


```
        ***Personal ***
NAME ?

*PRESS [SHIFT] THEN [HELP] FOR GUIDANCE*
```

   If you want to send only an entry in the directory, recall the entry on the display.

2. Display the "UNIT TO UNIT" menu on both units.
   (Receiving unit)

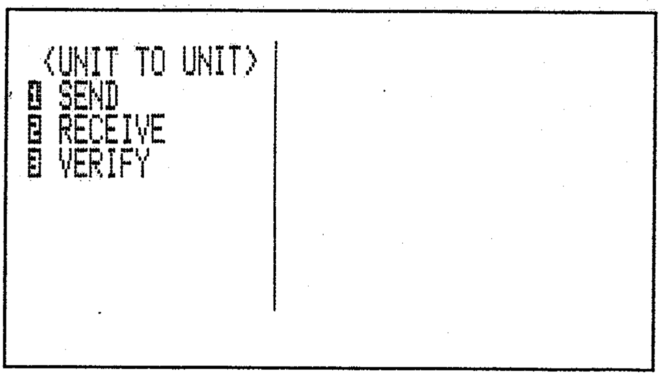
   TEL C·CE
   SHIFT OPTION 2



```
 <UNIT TO UNIT>
1 SEND
2 RECEIVE
3 VERIFY
```

   (Sending unit)

   SHIFT OPTION 2

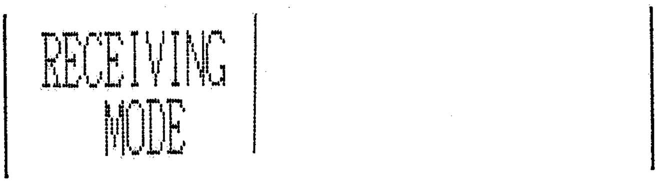


```
 <UNIT TO UNIT>
1 SEND
2 RECEIVE
3 VERIFY
```

Note: Make sure that both the sending and receiving units are in the same mode.

3. Select "2 RECEIVE" on the receiving unit.
   (Receiving unit)

   2



RECEIVING
MODE

On selection of "2 RECEIVE", a message "RECEIVING MODE" appears on the display.

4. Select "1 SEND" on the sending unit.
   (Sending unit)

   1

-SENDING-

The delete prompt display "FILE CLEAR? Y/N" will appear on the display in the receiving unit. If Y is pressed on the receiving unit, a message "-RECEIVING-" will appear in the receiving unit and the data transfer between two units will begin. At the same time, the entries of the specified mode in the memory of the receiving unit will be erased. A message "-SENDING-" will be displayed in the sending unit until completion of the data transfer.

Notes:

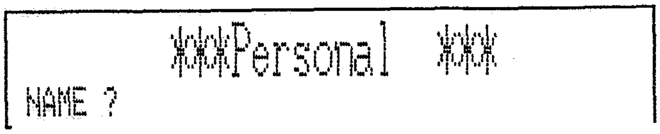
- If the receiving unit has insufficient memory for the data being transferred, a message "MEMORY FULL" will appear. Press C·CE , delete unwanted entries from the memory in the receiving unit to make available space, and then transfer the data again.
- Entries exceeding 512 characters in the MEMO mode or 507 characters in the TEL mode can be displayed on the OZ-7000 series Organizers, but these entries cannot be edited on the OZ-7000 series. Schedule entries exceeding 512 characters cannot be displayed on the OZ-7000 series.
- To interrupt a data transfer operation, press ON . The previous display will reappear. During a data transfer operation, no key other than ON will function.

- **VERIFY operation**

Verify that the telephone entries you have sent to the other Organizer in the above example have been transferred correctly. (In this case, either Organizer unit can be the receiving unit.)

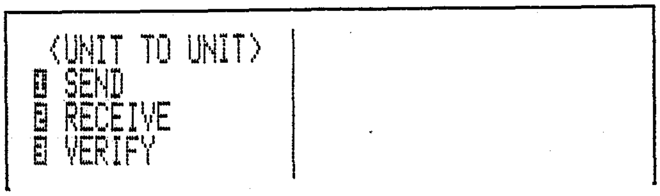
1. Display the initial input screen (NAME?) of the TEL 1 directory on the sending unit.
   (Sending unit)

   TEL



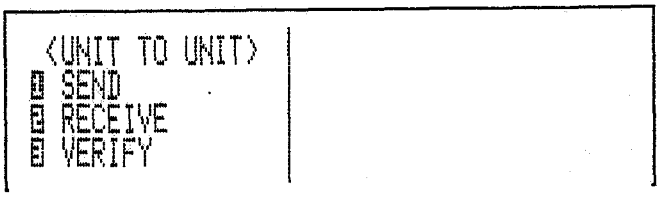
2. Display the "UNIT TO UNIT" menu on both units.
   (Receiving unit)

   TEL C·CE
   SHIFT OPTION 2



   (Sending unit)

   SHIFT OPTION 2



Note: Make sure that both the sending and receiving units are in the same mode.

3. Select "3 VERIFY" on the receiving unit and then "1 SEND" on the sending unit.
   (Receiving unit)

   3

   (Sending unit)

   1

   The data verification will begin on selection of "1 SEND". During a Verify operation, a message "-VERIFYING-" appears on the display of the receiving unit and a message "-SENDING-" on the display of the sending unit.

Note: During a VERIFY operation, if any of the entries in the sending unit does not match that in the receiving unit, an error will occur. Verify the data again. If it does not still match, retry the data transfer.

Loading data from another Organizer unit to your Organizer can be performed in the same way as in the above example of the send/receive operation except that your Organizer is used as the receiving unit in this case.

Using the CASSETTE TAPE Function

Data stored in the Organizer can be saved to a cassette tape using CASSETTE TAPE function in the Option menu of the Organizer. The data saved to the tape can be loaded back or restored into the Organizer using the same function. To do this, a cassette recorder must be connected to the CE-50P printer.

Using a cassette recorder

Some cassette recorders may not be suitable because of mismatched characteristics, distortion, low output level, and other reasons. Before storing important items of data, check that the data can be stored and verified using the cassette recorder. (Do not reload the data. If an error occurs during a loading operation, the data stored in the Organizer may be lost when the loading operation is interrupted.)

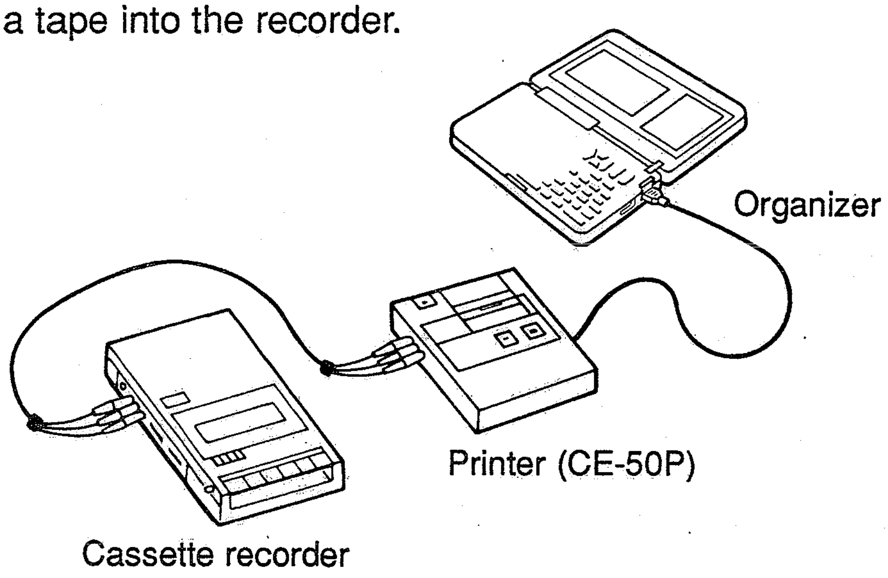
- When using a cassette recorder with a mixing feature, deactivate the mixing function for the RECORD (Save) and PLAY (Verify or Load) operations.
- Depending on the volume, tone, bass, and treble settings of the cassette recorder, Verify and Load operations may not be successful. Verify the data over and over again while changing these settings. With some cassette recorders, a Verify operation may require that the plug be removed from the MIC jack during playback.
- Use a cassette recorder with a Remote feature as much as possible. With a cassette recorder without this feature, you must start the tape immediately before the Save, Verify, or Load operation.

Hints on using cassette recorders

1. For loading data, use the same cassette recorder unit as that used for saving the data to the cassette tape. If a different recorder is used, data may not be transferred properly.
2. Always keep the recording head clean. A dirty recording head may lower recording performance and cause a saving or loading error.
3. Use standard tapes available commercially. Do not use tapes with poor frequency characteristics, or old tape with scratches or creases.
4. When you record the data onto the tape, jot down the position of the tape counter. This will be helpful in relocating data when loading it into the Organizer.

Connecting the cassette recorder

1. Turn off the Organizer, the printer, and the cassette recorder.
2. Connect the printer to the Organizer (as previously described in "Connecting the printer" above.)
3. Connect the cassette recorder to the printer (as described in the operation manual of your cassette recorder).
4. Load a tape into the recorder.



Notes:

- Be sure to connect the remote terminal and set the remote switch of the CE-50P printer to ON.
- Check that the tape is fully wound. If not, turn the remote switch to OFF and then rewind the tape.

Saving, loading, and verifying data with cassette tape

First, display the input prompt of the mode in which you wish to transfer data, recall the Option menu by pressing SHIFT OPTION and then select "3 CASSETTE TAPE" from the Option menu to display the CASSETTE TAPE menu.

You may select any of the following function options from the CASSETTE TAPE menu:

1. SAVE A FILE:	Used to save to tape all the data stored in the specified mode or file of the Organizer.
2. LOAD A FILE:	Used to load into the Organizer all the data previously saved to tape in the specified mode or file.
3. VERIFY A FILE:	Used to verify that all the data in the specified mode or file have been saved or loaded properly.

On selection of the desired function (except 2) from the CASSETTE TAPE menu, the filename input prompt (FILE NAME?) will appear. If a LOAD operation is selected, the filename input prompt will be displayed only when you press Y in response to the delete prompt message "FILE CLEAR OK?". Set the cassette recorder for recording or playback according to the selected operation. For a SAVE operation, enter the name of a file under which all the data stored in a specified mode are to be saved. This file name is used by the Organizer to locate the data saved onto tape. As a file name, you may use up to eight characters in any combination of letters, numbers, and/or symbols except ↵. The file name to be entered for a LOAD or VERIFY operation must be exactly the same as one previously entered for the SAVE operation.

Notes:

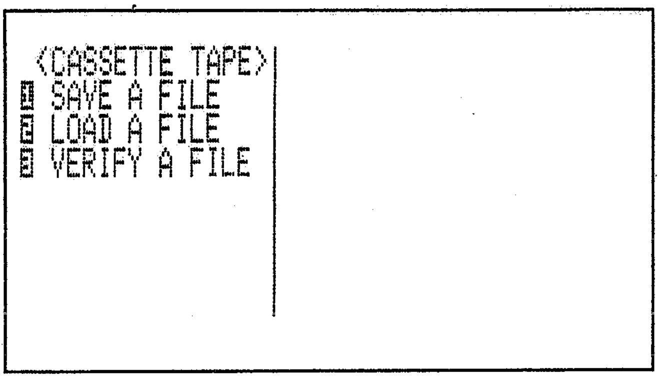
- If no file name is specified for a LOAD or VERIFY operation, the first file found on the tape is assumed to have been specified.
- To interrupt a SAVE, LOAD, or VERIFY operation, press ON and the previous display will reappear. No key other than ON will function during the data transfer operation.

- **SAVE operation**

Save to tape all telephone entries in the TEL 1 directory.

1. Display the item input prompt display for TEL 1 mode and select "3 CASSETTE TAPE" from the Option menu.

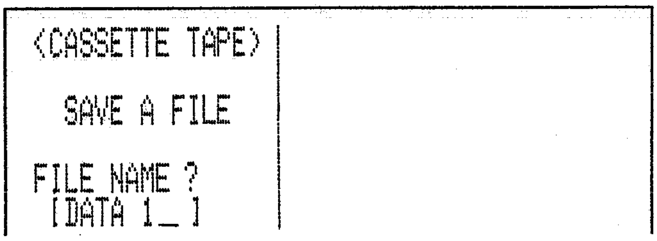
TEL C·CE
SHIFT OPTION 3



```
<CASSETTE TAPE>
1 SAVE A FILE
2 LOAD A FILE
3 VERIFY A FILE
```

2. Select "1 SAVE A FILE", enter the file name (DATA 1, for example), and set the cassette recorder in Record mode.

1
DATA 1



```
<CASSETTE TAPE>

  SAVE A FILE

FILE NAME ?
 [DATA 1_ ]
```

Note: Make sure that a cassette tape has been loaded.

3. Save the data to the cassette tape.

ENTER

A message "-SAVING-" will be displayed until completion of the SAVE operation.

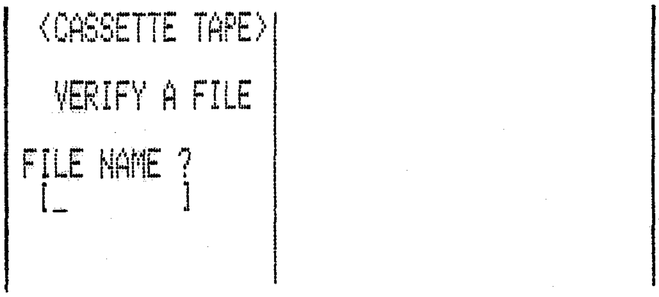
Note: No data will be saved to tape if the Secret mode is On in the Organizer.

- **VERIFY operation**

Verify that the telephone entries in the above example have been saved properly to the tape.

1. Rewind the tape to the position just before the data which was recorded.
2. Select the mode of data to be verified (select TEL 1, for example).
3. Select "3 CASSETTE TAPE" from the Option menu, select "3 VERIFY A FILE" from the CASSETTE TAPE menu, and set the cassette in Playback mode.

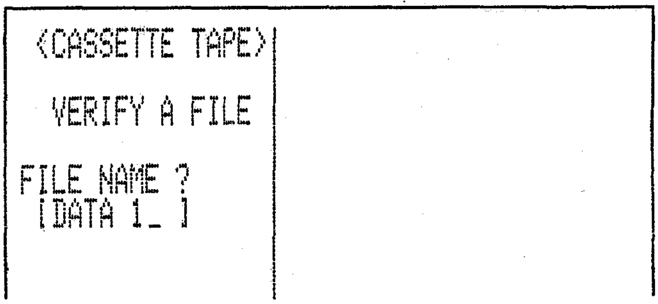
SHIFT OPTION 3
3



```
<CASSETTE TAPE>
 VERIFY A FILE
FILE NAME ?
 [_      ]
```

4. Enter the file name of the data to be verified.

DATA 1



```
<CASSETTE TAPE>
 VERIFY A FILE
FILE NAME ?
 [DATA 1_ ]
```

5. Verify the data.

ENTER

A message "-VERIFYING-" will be displayed until completion of the VERIFY operation.

Notes:

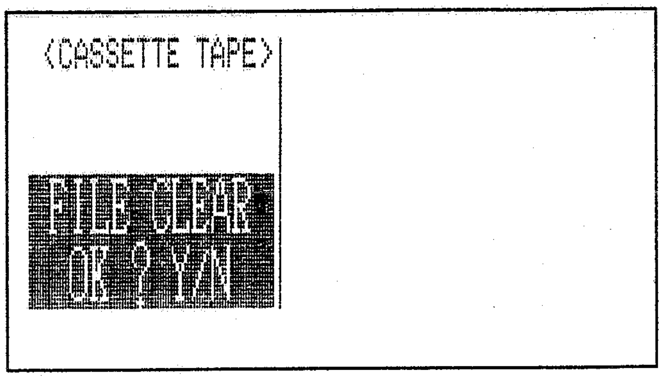
- When you enter the file name, make sure it is the same as the one you entered for the SAVE operation. If you do not enter any file name, the first file saved to the tape will be verified.
- If the data in the Organizer does not match that in the cassette tape, an error will occur. Verify the data again. If it does not still match, save the data again.

- **LOAD operation**

Load into the Organizer the data previously saved to the tape in the specified mode.

1. Display the initial input screen of the mode you want to load (TEL 1 mode, for example), select "3 CASSETTE TAPE" from the Option menu, and select "2 LOAD A FILE".

   TEL C·CE
   SHIFT OPTION
   3 2



〈CASSETTE TAPE〉

FILE CLEAR
OK ? Y/N

   The delete prompt message appears.

2. Press Y to clear the TEL 1 file in the memory.

   Y

   The file name input prompt display appears.

   Note: To retain the data, press N and the previous display will reappear.

3. Enter the file name (DATA 1, for example), set the cassette tape in Playback mode, and load the data into the Organizer.

   DATA 1 ENTER

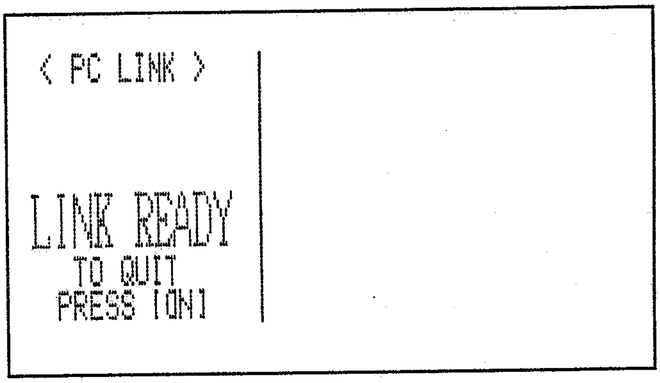
   While the file name is being searched, "→ → →" will be displayed before and after each file name skipped until the input file name is found. On completion of the loading, the initial input screen will reappear.

Using the PC LINK Function

Data can be easily transferred between the Organizer and any personal computer using the PC LINK function in the Option menu. An appropriate interface cable must be connected to the 15-pin option jack in the Organizer and the optional PC LINK software must be installed in the personal computer. (See the PC LINK manual for details on connecting the interface cable and operating the PC LINK software.)

After installing the PC LINK software and connecting the interface cable, display the Option menu by pressing SHIFT OPTION and select "4 PC LINK". The Organizer can now communicate with the personal computer.

SHIFT OPTION 4



< PC LINK >

LINK READY
TO QUIT
PRESS [ON]

Note: If any commercially available software is used, the operational function (TEL mode, for example) must be selected before selecting the PC LINK function.

During transfer, no keys except ON can operate. Press ON to interrupt the transfer and the previous display will reappear in the Organizer.

Notes:

- Because the battery is used to power the Organizers serial port while it is in PC Link mode, only put the Organizer in PC Link mode to actually transfer data.
- Even after the data transfer has been completed, a message "LINK READY" will continue to be displayed unless you press ON to quit the data transfer.
- When the Secret function is ON the PC LINK function will not work. Turn off the Secret mode before you execute the PC LINK function.

Using the TERMINAL Function

The Terminal function allows the Organizer to serve as a general purpose computer terminal. With this function you can use your Organizer to exchange data with another Organizer or computer system that is equipped with a Hayes compatible modem. While you are "On-Line" with the remote Organizer or computer, you can read data on the display, receive files from the remote computer (download), or send files to the remote computer (upload).

To send or receive data over a telephone line, an appropriate modem compatible with the Hayes Smartmodem command set must be connected to the 15-pin computer link port. The Sharp CE-350X 1200 Baud Modem can be directly connected to the Organizer.

An optional RS-232C level converter interface cable, such as the Sharp CE-130T, CE-131T, or CE-132T, may be used to connect a standard "desktop" Hayes compatible modem to the Organizer.

Note:

Use of the CE-131T/CE-132T RS-232C level converter to attach the Organizer to such desktop modem will require a Null-Modem adapter. A Null-Modem adapter is a common accessory that is available through most computer dealers. Refer to the above pin configuration table when selecting a Null-Modem adapter.

Null-Modem Pin Configuration

1	—	1
2	—	3
3	—	2
4	—	5
5	—	4
6, 8	—	20
7	—	7
20	—	6, 8

CAUTIONS:

- Disconnect the cable from the Organizer when the modem is not in use. The modem will drain the Organizer's battery if connected when not in use.
- In the terminal emulation mode, the Auto power off function of the Organizer will not work. Be sure to exit from terminal emulation when not in use by pressing ON .
- Damage to the RS-232C level converter or Organizer may result if a wrong modem cable is selected.

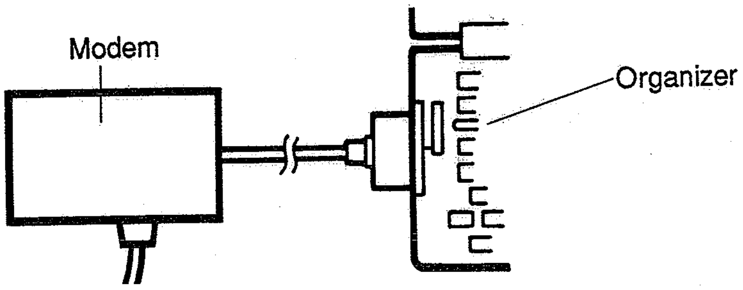
Note on Telephone Line

If the line has a Call Waiting feature, you may get data errors or unwanted characters on the screen if someone try to call you while you are connected to a remote computer. In some areas you may be able to temporarily disable the Call Waiting feature before you connect the Organizer to a remote computer. Contact your local telephone company to determine if the Call Waiting feature can be temporarily disabled.

Hayes is a registered trademark and Hayes Smartmodem is a trademark of Hayes Microcomputer Products, Inc.

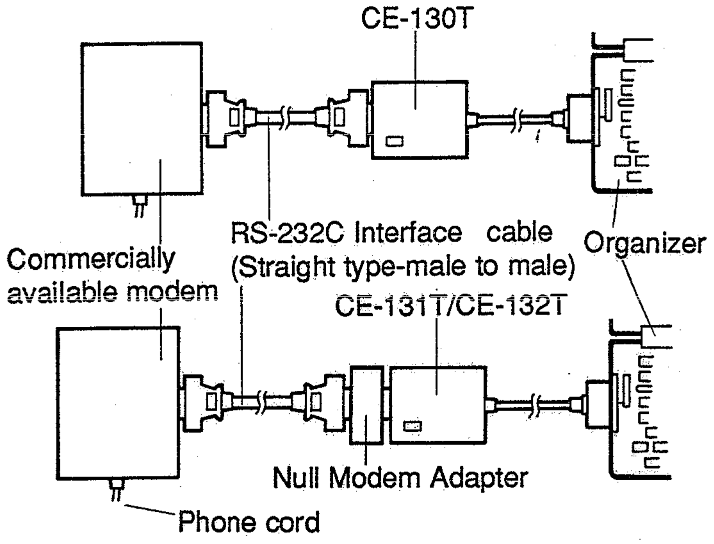
Installing the modem

1. Insert the phone cord into the phone jack on the modem.
2. Push the jack cover up to expose the Organizer's 15-pin option jack.
3. Insert the modem pin into the 15-pin option jack.


Modem
Organizer

Modem installation for CE-130T

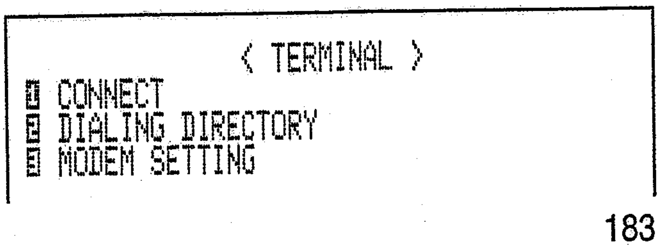
1. Insert the phone cord into the phone jack on the modem.
2. Push the jack cover up to expose the Organizer's 15-pin option jack.
3. Plug the connector of the RS-232C level converter into the 15-pin option jack.
4. Connect the RS-232C level converter to the modem through a RS-232C Interface cable (Straight type).


CE-130T
RS-232C Interface cable
(Straight type-male to male)
Organizer
Commercially available modem
CE-131T/CE-132T
Null Modem Adapter
Phone cord

(Modem installation for CE-131T/132T with a Null Modem Adapter)

For detailed information on the installation and connections, see the operation manuals of the modem.
After installing the modem and display the Option menu by pressing SHIFT OPTION and select "5 TERMINAL". The Terminal display (main menu) will appear.

SHIFT OPTION 5



```
      < TERMINAL >
1 CONNECT
2 DIALING DIRECTORY
3 MODEM SETTING
```

You may select one of the following terminal functions:

1. CONNECT: Used to dial a telephone number and start terminal emulation.
2. DIALING DIRECTORY: Used to store frequently used modem telephone numbers and logon script and configuration for auto dialing.
3. MODEM SETTING: Used to change the initial modem settings for options such as MNP, speaker, telephone line type.

Using the dialing directory

The dialing directory is a convenient way to store frequently dialed modem telephone numbers. You can use it to store the telephone number as well as the configuration settings and logon script for your favorite electronic bulletin board system or on-line information retrieval service. The dialing directory can store a maximum of 18 entries. The directory is arrranged into three separate menus, each of which can store up to six entries.

- **Creating a new entry**

The following example will be used as a new entry in the dialing directory:

Name	Number	Configuration
COMPUSERVE	123-456-7890	1200 bps, Even parity, 7 data bits, 1 stop bit

1. Enable the Terminal mode by first displaying the Option Menu, pressing the SHIFT key followed by the OPTION key, then selecting option 5 for Terminal mode.

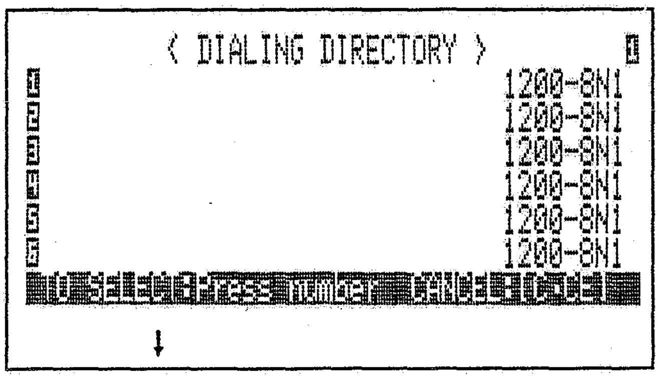
   SHIFT OPTION 5

   Note: To perform data transfer using the Terminal mode, your Organizer must have a free memory space of more than 2K (2,048 characters). If the available memory space is insufficient, a message “MEMORY FULL” will appear briefly when SHIFT OPTION 5 is selected. Be sure to have a sufficient free area before executing the Terminal function.

COMPUSERVE, is a registered trademark of CompuServe Incorporated.
MNP is a registered trademark of Microcom, Inc.

2. Select menu entry 2 to activate the Dialing Directory.

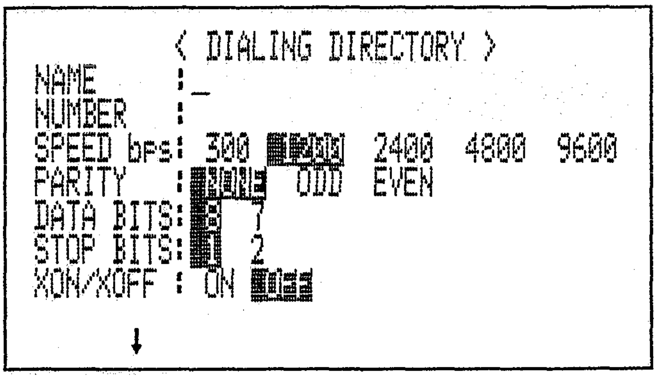
   2



```
       < DIALING DIRECTORY >       1
1                            1200-8N1
2                            1200-8N1
3                            1200-8N1
4                            1200-8N1
5                            1200-8N1
6                            1200-8N1
[illegible]
```

3. Select any of the three dialing directory menus using [v] or [^]. The selected directory menu with six entry numbers, labeled 1 through 6 will appear.
4. Press the number key corresponding to the entry number you want to use (for example, 1 for the telephone number in the above example).

   1

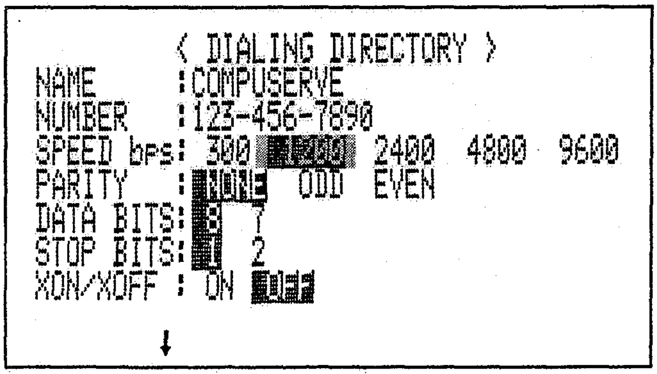


```
        < DIALING DIRECTORY >
NAME      :_
NUMBER    :
SPEED bps: 300 1200 2400  4800  9600
PARITY   :NONE  ODD  EVEN
DATA BITS:8  7
STOP BITS:1  2
XON/XOFF : ON OFF
```

   The cursor will appear on the NAME entry position.

5. Enter a name for the computer which you wish to call. For example, enter "COMPUSERVE" in the NAME position and then press [ENTER] key. The cursor will now be on the NUMBER position. Enter the phone number of the computer you wish to call and then press [ENTER] key.

   COMPUSERVE [ENTER]
   123-456-7890 [ENTER]

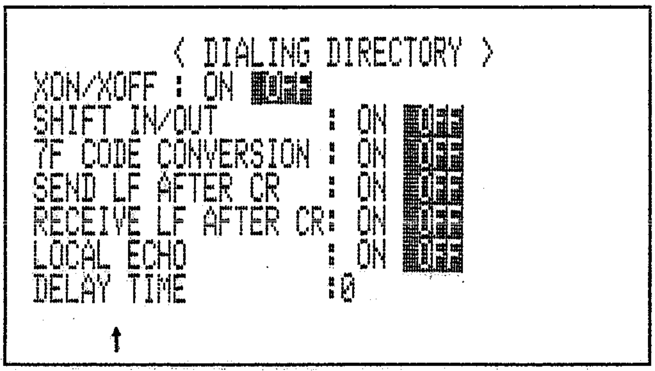


```
        < DIALING DIRECTORY >
NAME      :COMPUSERVE
NUMBER    :123-456-7890
SPEED bps: 300 1200 2400  4800  9600
PARITY   :NONE  ODD  EVEN
DATA BITS:8  7
STOP BITS:1  2
XON/XOFF : ON OFF
```

Each Name or Phone Number entry can be up to 30 characters long, and can include numeric digits, letters, and special characters. Please refer to the modem instruction manual for information on what special characters can be used in the phone number entry.

Note: If your modem is attached to a company PBX telephone system, you may have to dial a special number to first activate an "outside" line. The "," character can be used in the phone number entry to generate a pause between the number used to activate an outside line and the actual number you wish to dial. For example, suppose you wish to call the following phone number, "(201)123-4567", but your telephone system requires that you first dial a "9" before dialing an "outside" phone number. Your phone number entry for this example would be "9, (201)123-4567".

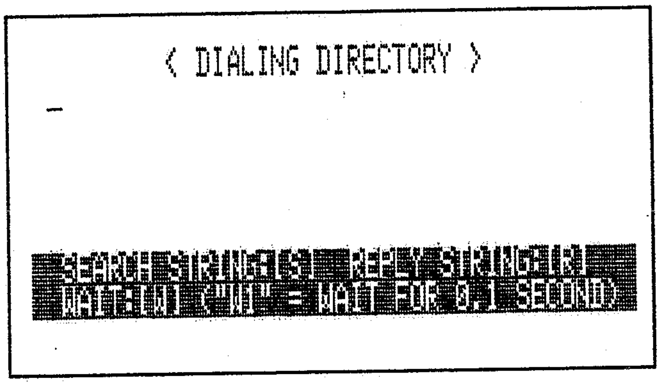
6. The remaining settings are used to configure the modem. Set the configuration of your modem to match the remote modem using ◀ or ▶ and press ▼ on selection of each parameter (SPEED bps, PARITY, DATA BITS, STOP BITS, XON/XOFF, ... LOCAL ECHO).



```
        < DIALING DIRECTORY >
XON/XOFF : ON OFF
SHIFT IN/OUT        : ON OFF
7F CODE CONVERSION : ON OFF
SEND LF AFTER CR   : ON OFF
RECEIVE LF AFTER CR: ON OFF
LOCAL ECHO          : ON OFF
DELAY TIME          :0

    ↑
```

Use ◀ or ▶ to change each option setting.
After the option setting, you may use ▼ to scroll the screen (move between options).

7. Type in a desired delay time and press ENTER and the automatic logon setting display will appear.
See "Communication Parameters" on page 200 for the description of each option.



```
       < DIALING DIRECTORY >
 _



 SEARCH STRING:(S)  REPLY STRING:(R)
 WAIT:(W) ("W1" = WAIT FOR 0.1 SECOND)
```

8. Enter the automatic logon information.
   Use the following commands when entering the auto logon information:

Command	Description
Wx	Wait x1/10 second periods before proceeding. x = numeric value from 1 to 65536 Example: "W1" = Wait for 0.1 second
Sy	Search for a specific request from the remote modem. y = text string Example: To wait for the remote computer to send "USER ID", use SUSER ID.
Ry	Reply text string to remote modem. y = text string Example: To send the user ID "Joe Smith" followed by a carriage return, use RJOE SMITH ¦.

Press ↵ after each command and press ENTER when finished and the Terminal display will reappear. If you want to skip this step, just press ENTER and the Terminal display will reappear.

Notes: • To enter R^C (Send CTRL-C), press SMBL , press the number key for " ^ ", and press C . Likewise, enter carriage return (¦) using SMBL and the number key for " ¦ ". Do not use SHIFT ^ for control charactrer.

- When the Organizer is connected to the remote computer while in the terminal mode, accented characters cannot be typed using ¨ , ^ , ` , or ´ .

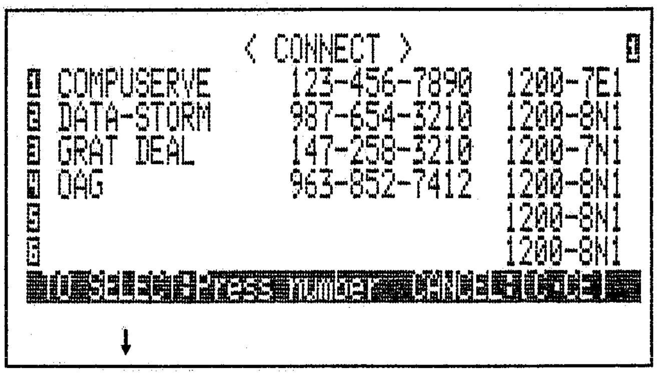
Note: The dialing directory may be corrected any time. If you make a mistake while entering the information, use ▲, ▼, ◄, ►, INS , and DEL to make corrections. (See "Making Corrections" on page 24.)

- **Placing a call through the directory**

When an entry is selected from the dialing directory, the telephone number and configuration are automatically selected. To select the telephone number you want to dial and its configuration:

1. Display the Option menu and select "1 CONNECT".

SHIFT OPTION 5 1



```
                < CONNECT >                  1
1 COMPUSERVE       123-456-7890  1200-7E1
2 DATA-STORM       987-654-3210  1200-8N1
3 GRAT DEAL        147-258-3210  1200-7N1
4 OAG              963-852-7412  1200-8N1
5                                1200-8N1
6                                1200-8N1
```

One of the three dialing directory lists will be displayed. If the name and telephone number of the remote modem you want to dial are not on the displayed list, use ∨ or ∧ to select either of the other two lists.

Note: If the name and telephone number you want to dial are not on any of the three lists, you must enter the name, telephone number, and configuration of the remote modem according to "Creating a new entry" above.

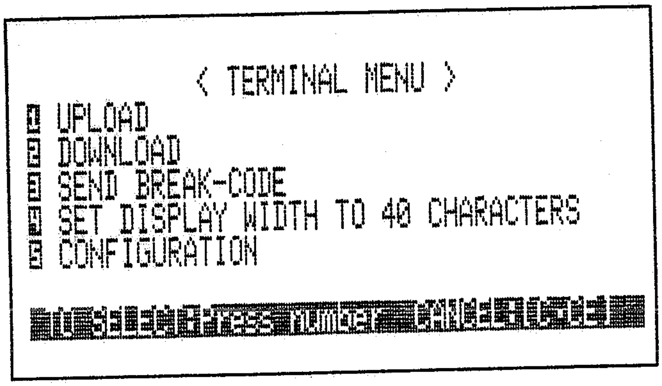
2. Press the number key corresponding to the entry number in the dialing directory list (for example, 1).

1

A message "DIALING . . . " will appear. At the same time, the number of times dialed will be shown in reverse video at the right end of the top row on the display.

After a connection has been made with the remote modem, you can display the Terminal menu by pressing MENU to specify what type of operation the Organizer is to perform through the modem.

MENU

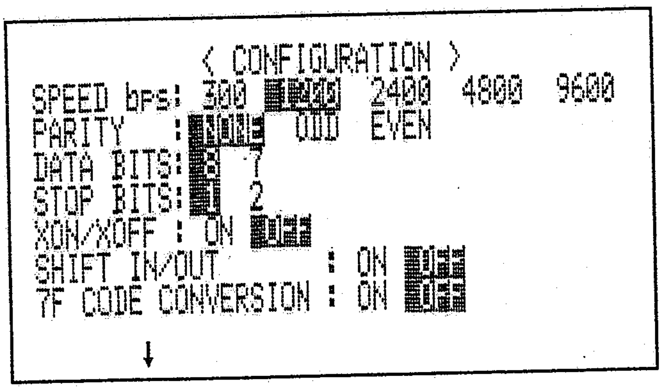


```
           < TERMINAL MENU >
1 UPLOAD
2 DOWNLOAD
3 SEND BREAK-CODE
4 SET DISPLAY WIDTH TO 40 CHARACTERS
5 CONFIGURATION

TO SELECT: Press number [illegible]
```

Note: If a connection cannot be made properly with the remote modem for some reason (for example, mismatch in configuration between two modems), a message "MODEM SET UP FAILED! PRESS [ENTER]" will appear. Press ENTER, recall the Terminal display and change the baud rate, or connect cables or power cord, and retry "1 CONNECT".

The subsequent operations will differ depending on the selected option and are explained in the respective option sections.

Note: If an improper data transfer takes place after the connection has been made, select "5 CONFIGURATION" from the Terminal menu and the Configuration menu will appear. Change the configuration settings as required (see Step 5 in "Creating a new entry") and continue the data transfer.



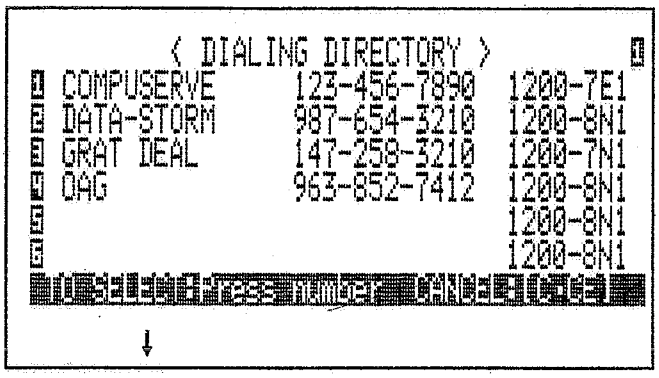
```
          < CONFIGURATION >
SPEED bps: 300 1200 2400 4800 9600
PARITY   : NONE  ODD  EVEN
DATA BITS: 8  7
STOP BITS: 1  2
XON/XOFF : ON OFF
SHIFT IN/OUT       : ON OFF
7F CODE CONVERSION : ON OFF
      ↓
```

- **Changing directory entries**

You can change the information in a directory entry any time.

1. Display the Dialing directory list.

   SHIFT OPTION 5 2



```
          < DIALING DIRECTORY >                 1
1 COMPUSERVE        123-456-7890   1200-7E1
2 DATA-STORM        987-654-3210   1200-8N1
3 GRAT DEAL         147-258-3210   1200-7N1
4 OAG               963-852-7412   1200-8N1
5                                  1200-8N1
6                                  1200-8N1
[illegible] Press number [illegible]
```

   If the name and telephone number you want to make changes are not on the list, use ∨ or ∧ to select either of the other two lists.

2. Press the number key corresponding to the entry number you want to make changes to.
3. To change the name or telephone number, use the Cursor keys to select the information to be changed, enter the correct information, and press ENTER to store the changed data.
4. To change the configuration, use ▼ , ▲ , ◀ , ▶ to select the new settings (see Step 6 in "Creating a new entry" above).
5. To change the auto logon information, press ENTER when the cursor is positioned at the option "DELAY TIME" to recall the automatic logon setting display, and edit and change the information as described in Step 3 above. If auto logon is not entered before, enter the logon information (see Step 7 in "Creating a new entry" above).
6. Press ENTER to store the changed data.

Setting the modem options

You can use the MODEM SETTINGS menu for turning MNP on or off, turning the modem speaker on or off, setting the modem for a Touch-Tone or Pulse (rotary) telephone line, turning the WAKE UP function on and off, and for setting the number of times you wish to redial.

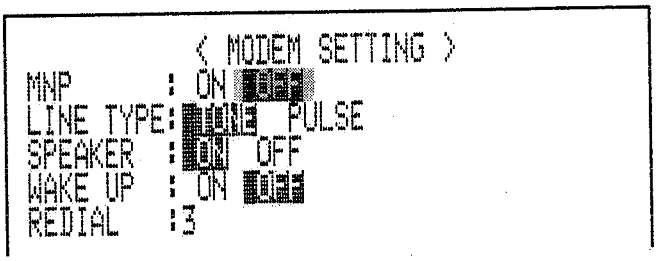
Notes:

- For MNP (Microcom Network Protocol), see the operation manual of the modem.
- The WAKE UP function automatically turns the Organizer on and puts it in the Terminal emulation mode whenever it is accessed by the remote computer. To enable this WAKE UP function, the appropriate PC software for this function is required.
  When you use the Sharp CE-350X Modem, use an AC adaptor for the CE-350X to enable this WAKE UP function. This function cannot be used on the CE-130T/CE-131T/CE-132T (RS-232C level converter).
- When a password is set on the Organizer, data transfer is not possible even if the Organizer is turned on using the WAKE UP function.

To select or change these modem options:

1. Display the Terminal main menu and select “3 MODEM SETTING”.

   SHIFT OPTION 5 3



```
       < MODEM SETTING >
MNP      : ON  OFF
LINE TYPE: TONE  PULSE
SPEAKER  : ON  OFF
WAKE UP  : ON  OFF
REDIAL   :3
```

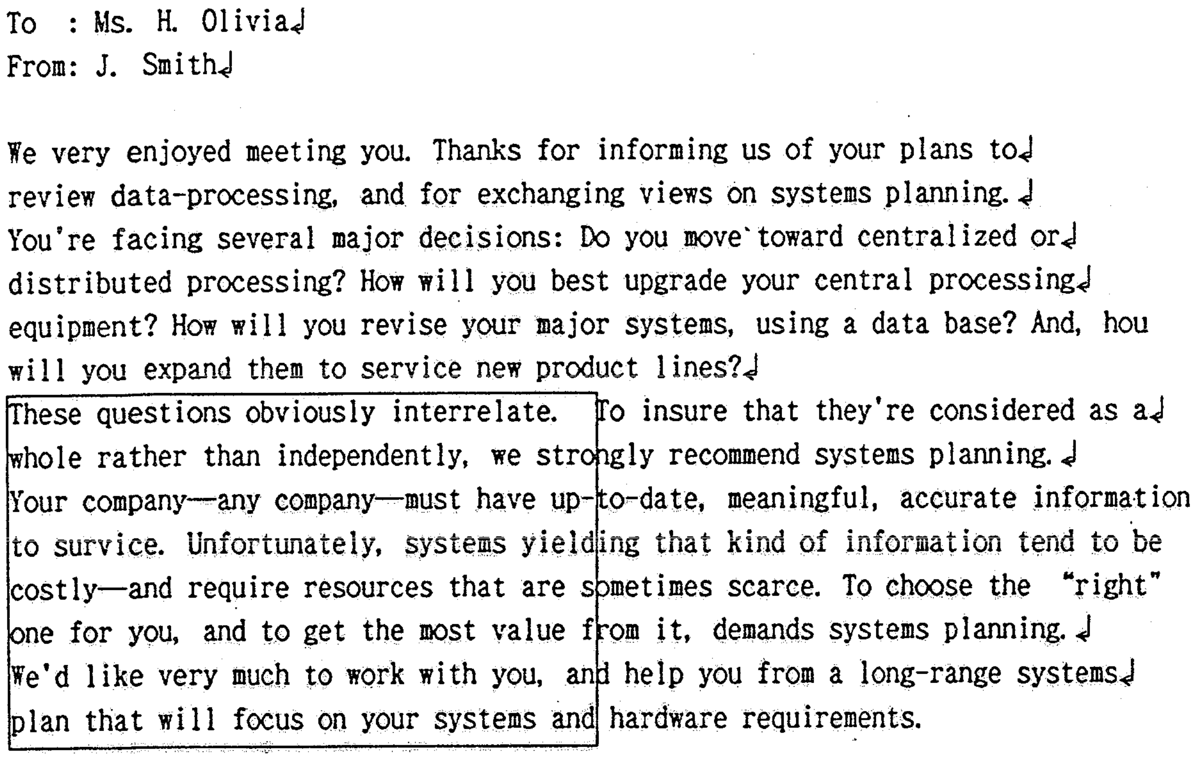
   The MODEM SETTING menu will appear. The modem options shown in reverse video have been initially set. The option “REDIAL” is defaulted to three times.

2. Change any or all of the options “MNP, LINE TYPE, SPEAKER, and WAKE UP” by using the Cursor keys and press ENTER after the required options have been set. Use ◀ or ▶ to change the setting and ▲ or ▼ to move between options.
3. Set the option “REDIAL”.
   You may type in a value in the range of 1 to 99.
   Note: If a connection cannot be made, the Organizer will retry dialing the number of times specified by “REDIAL” at intervals of about 30 seconds.
   If you do not wish to change the settings, just press ENTER .
   On pressing ENTER , the terminal display appears.

Setting the screen display

Most computer terminals use 80 characters per line, while the Organizer's LCD screen uses 40 characters per line. The Terminal menu 4 allows switch between 40 and up to 80 characters per line on the display. The default is 80 characters per line. Therefore, when transferring data between two Organizer units, you want to change the screen display setting to 40 characters per line. When data (text file) is transferred from a computer to the Organizer in the default 80-digit display mode, the data received is displayed on an 80-digit virtual screen and you can see only a portion of the data (up to 40 characters per line) on the screen.

80-digit virtual screen display



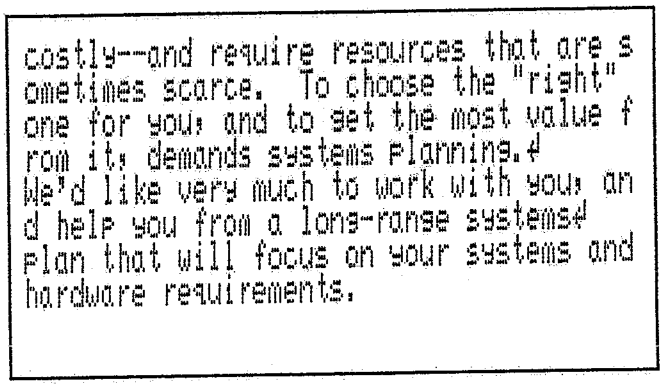
```
To  : Ms. H. Olivia↵
From: J. Smith↵

We very enjoyed meeting you. Thanks for informing us of your plans to↵
review data-processing, and for exchanging views on systems planning.↵
You're facing several major decisions: Do you move`toward centralized or↵
distributed processing? How will you best upgrade your central processing↵
equipment? How will you revise your major systems, using a data base? And, hou
will you expand them to service new product lines?↵
These questions obviously interrelate.  To insure that they're considered as a↵
whole rather than independently, we strongly recommend systems planning.↵
Your company—any company—must have up-to-date, meaningful, accurate information
to survice. Unfortunately, systems yielding that kind of information tend to be
costly—and require resources that are sometimes scarce. To choose the "right"
one for you, and to get the most value from it, demands systems planning.↵
We'd like very much to work with you, and help you from a long-range systems↵
plan that will focus on your systems and hardware requirements.
```

Therefore, to read all the data (text file) being received, you need to scroll data on the screen using the following keys:

▶ : Move to the right.
◀ : Move to the left.
▲ : Move to the top.
▼ : Move to the bottom.

1. To change the screen display setting to 40 characters per line, recall the Terminal menu during on-line communication with the remote modem and select "4 SET DISPLAY WIDTH TO 40 CHARACTERS".

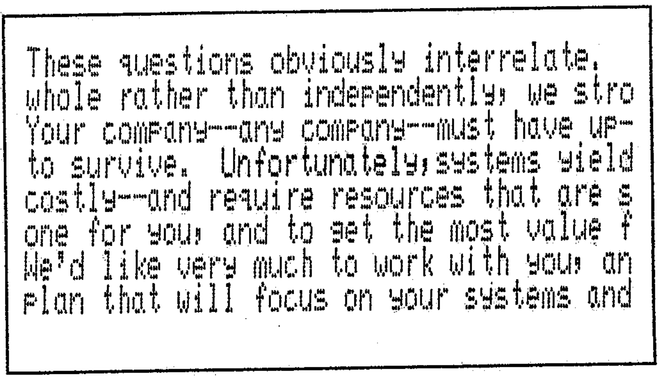
   MENU 4



```
costly--and require resources that are s
ometimes scarce.  To choose the "right"
one for you, and to get the most value f
rom it, demands systems planning.↵
We'd like very much to work with you, an
d help you from a long-range systems↵
plan that will focus on your systems and
hardware requirements.
```

2. To change the screen display setting back to 80 characters per line, recall the Terminal menu during on-line communication with the remote modem and select "4 SET DISPLAY WIDTH TO 80 CHARACTERS".

   MENU 4



```
These questions obviously interrelate.
whole rather than independently, we stro
Your company--any company--must have up-
to survive.  Unfortunately,systems yield
costly--and require resources that are s
one for you, and to get the most value f
We'd like very much to work with you, an
plan that will focus on your systems and
```

Calling a Bulletin Board Service

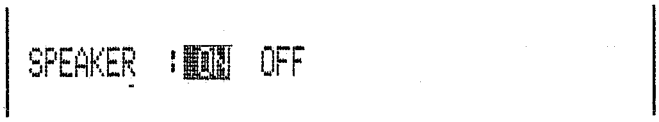
If you haven't used a modem before, bulletin boards are a good way to learn how modem communications work. Some of the bulletin boards are designed for novice users and they will answer questions that you have. Check the local computer magazines for a list of bulletin boards in your area. They will list the phone number, communication rate to use, and the type of information they provide. These telephone numbers should be entered beforehand in your dialing directory for auto dialing. (See "Using the dialing directory" above.)

1. Connect the modem to the Organizer. (See "Installing the modem" above.)
2. Press SHIFT OPTION 5 and select "2 DIALING DIRECTORY" to check the configuration settings of a bulletin service board you want to call.

Note: The communication speed is usually the only thing you have to change on the configuration menu. If the service doesn't list a communication speed, try using 1200 bps. Some computers automatically adjust to the calling communication speed. (See "Using the dialing directory" above for how to change the configuration settings.)

3. Select "3 MODEM SETTING" if you want to change the telephone line type and other modem settings. (See "Setting the modem options" above.)
4. Select "1 CONNECT" and press the number key corresponding to the bulletin board's telephone number listed in the directory. The Organizer will display the message that it is dialing the telephone number.

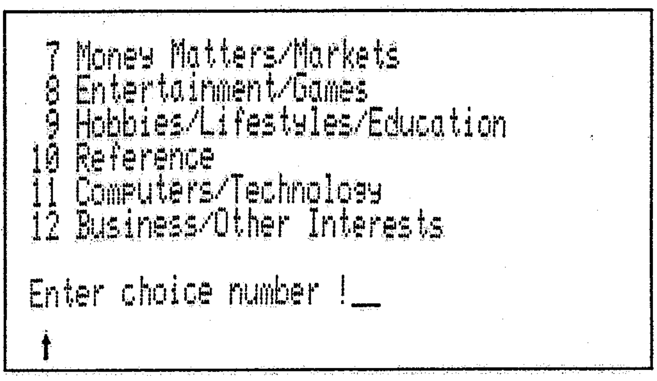
   Note: You will hear the dialing tones on the modem speaker if "SPEAKER ON" is selected in the Modem Settings.



```
SPEAKER :ON  OFF
```

When the connection has been made , information should be displayed that tells you how to use the bulletin board. Typically, the bulletin board will want to know who you are and other information that lets them know who is using the service. Use ▼ , ▲ , ◀ and ▶ to scroll through text.

5. Type the information requested. You are on-line with the remote system and the data will be transmitted with each key stroke.
6. A menu of commands will display. Type the command for the information you want to see. Most bulletin boards have on-line help that provides additional information.



```
 7 Money Matters/Markets
 8 Entertainment/Games
 9 Hobbies/Lifestyles/Education
10 Reference
11 Computers/Technology
12 Business/Other Interests

Enter choice number !_
 ↑
```

7. When finished, type the logoff or exit command and press ENTER .
8. Press ON and a message "DISCONNECTED!" will appear briefly and then the Terminal display will appear.

Transferring data between Organizers

Only memo data can be transferred between two Organizer units when both are equipped with the modem. The data is automatically stored in the Memo data memory on the receiving unit.

- **Sending Organizer unit**

1. Connect the modem to the Organizer. (See "Installing the modem" above.)
2. Press SHIFT OPTION 5 and select "2 DIALING DIRECTORY" to set the following configuration for the remote modem.
   SPEED bps: 1200 (See Note below.)
   Data Bits: 8
   Stop Bits: 1
   Parity: None

   Note: The Organizer supports a baud rate ranging from 300 to 9,600 bps. When transferring data through a modem, use the modem by setting the communication speed to 2400 bps or less. (See "Using the dialing directory" above for how to set the communication speed.) (See "Using the dialing directory" above for how to change the configuration settings.)
3. Select "1 CONNECT" and press the number key corresponding to the telephone number for the receiving Organizer listed in the directory.
4. When the hand shake with the other Organizer is complete, press MENU and select "1 UPLOAD" to send memo data. Memo data will be displayed in Index display mode.
5. Display the memo item you want to send in Index display mode, and press the number key corresponding to the memo item and then ENTER . The selected data will be sent to the receiving unit.
6. When all data has been sent, press ON to disconnect and end terminal emulation.

- **Receiving Organizer unit**

1. Press SHIFT OPTION 5 and select "2 DIALING DIRECTORY" to set the same configuration as the sending Organizer unit.
2. Select "ON" for the option "RECEIVE LF AFTER CR" (CR XLATE Receive) in the configuration menu.
3. Select "1 CONNECT" to start terminal emulation and press any vacant number key (which has no registered telephone number entry) on the displayed dialing list.
4. Enter ATS0=1 and press ENTER to enable auto answer.
   Note: ATS0=1 is a command to configure the modem to auto answer on the first ring (Auto Answer mode). If a remote modem calls in, the modem will answer and communication can begin. When this command is input, the modem should respond with an "OK" message.
5. When the phone rings, the modem will auto answer and send a "Connect" message. Data is automatically received to the appropriate location.
6. Press ON to disconnect.

Note: Do not make any selection on the Organizer once data transmission is initiated. Depressing any key other than ON or OFF may result in loss of data at the receiving Organizer.

Transferring data from PC to Organizer

Here, how to prepare memo data on a PC is explained so that the data can be stored in the Organizer. Transfer from the PC to the Organizer is accomplished through the modem. The PC should be configured with a compatible modem and communication package that is capable of transferring a text file to the modem.

Notes:

- When the PC is used to make the data for the Organizer, make sure not to exceed 2,048 characters.
- "TAB" of the PC is a line feed code (↵) in the Organizer.

- **Preparing files**

No special data entry requirements. For display purposes, you may wish to enter lines in a 40-character per line format by placing Tabs where a line break is desired.

Example: TO: STAFF AB
National Sales Meeting has been rescheduled for November 25 in Atlanta.

- **Transmitting data**

On the PC:

1. Prepare files to transfer to the Organizer.
2. Set up communications for auto answer.
   Note: Be sure that both the PC and the Organizer have the same configuration.

On the Organizer:

1. Press SHIFT OPTION 5 2 to select configuration.
   Note: Be sure that both the Organizer and the PC have the same configuration.
2. Set the option "RECEIVE LF AFTER CR" in the configuration menu to "ON".
3. Use SHIFT OPTION 5 1 and select the telephone number for auto dialing.

4. After successful connection to the PC modem, press MENU and select "2 DOWNLOAD" to begin receiving memo data.

On the PC:

1. Send text file using ASCII transfer.

On the Organizer:

1. When all data has been received, press MENU and select "2 STOP DOWNLOAD" to end receive mode.
2. Press ON to terminate call.
3. Verify that data was transferred correctly.

Sending a break code

A break code may be sent to the sending unit to stop the transmission of data and messages. To do this, select "3 SEND BREAK CODE" from the Terminal menu during on-line communication.

When trouble occurs

Some of the common problems that can occur when using the Organizer in the Terminal emulation mode and what you can do to correct the problem are shown here.

"AUTO LOGON FAILED! PRESS [ENTER]" message.

Cause: Incorrect AUTO LOGON setting

Solution: Press ENTER and recall the Terminal display, change the Auto Logon information, and retry "1 CONNECT".

"DOWNLOAD FAILED! PRESS [ENTER]" message.

Cause: The Organizer has no free space in the memory to download data.

Solution: Release the Organizer from the Terminal mode, save data to backup RAM or delete unwanted data from the memory to make space for download, put the Organizer in Terminal mode again, and retry "2 DOWNLOAD".

"MODEM SET UP FAILED! PRESS [ENTER]" message.

Cause: Incorrect baud rate or cables or power cord are not connected.

Solution: Press ENTER and recall the Terminal display, change SPEED bps or connect cables or power cord, and retry "1 CONNECT".

"UPLOAD FAILED! PRESS [ENTER]" message.

Cause:
- Remote system is not in the READY state for receiving data.
- The Organizer has no free space in the memory to upload data.

Solution:
- Check Remote system for Ready state and retry "1 UPLOAD".
- Release the Organizer from the Terminal mode, save data to backup RAM or delete unwanted data from the memory to make space for upload, put the Organizer in Terminal mode again, and retry "1 UPLOAD".

"No Carrier" message after remote modem answers call.

Cause: Remote modem incompatible or phone line problem.

Solution: Ensure that SPEED bps is correct, and retry call.

Remote modem answers, but received characters are garbled.

Cause: Data bits and/or parity of calling and answering modem do not match or there is a phone line problem.

Solution: Ensure that all configuration data matches and retry call.

Organizer does not disconnect when carrier lost from remote modem, even when using remote's logoff commands.

Cause: Normal response.

Solution: Press ON to disconnect line.

Characters typed or uploaded from Organizer do not display on screen.

Cause: Normal response.

Solution: Change modem duplex "ATF0" or "ATF1".

Dialing ignored by your telephone system.

Cause: Selected dialing method not supported.

Solution: Change the Tone or Pulse option in the MODEM settings to match your telephone's dialing mode.

Cannot hear dialing through modem's speaker.

Cause: Speaker is set to off.

Solution: Change the Speaker option in the MODEM settings to "ON".

Carrier is lost without apparent reason.

Cause: Other system hung up, noise on line, or telephone may have Call Waiting feature and some one has called.

Solution: Reinitiate call. For Call Waiting feature, have it taken off or use Call Forwarding to transfer calls.

Lines of text double spaced.

Cause: Text file being received contains carriage return and line feed characters and remote system is inserting additional line feed after carriage return.

Solution: Change the option "RECEIVE LF AFTER CR" in the configuration to "OFF".

Each new line of data writes over the same line.

Cause: Remote system is not sending a line feed after carriage return.

Solution: Change the option "RECEIVE LF AFTER CR" in the configuration to "ON".

Characters entered from keyboard are not always displayed correctly on remote system.

Cause: Parity not set correctly.

Solution: Change the option "PARITY" in the configuration to match remote system.

Omission of data bit(s) exists in the data received or transferred.

Cause: The X control method is set to XOFF.

Solution: Change the X control setting to XON.

Communication parameters

The following is a brief description of each of the 11 communication parameters you can use to set the configuration of your modem.

SPEED bps (Communication speed or Transmission speed)
Communication speed refers the rate at which information is transmitted over a communication channel and is expressed by the number of bits per second (bps). Your Organizer supports communication speeds ranging from 300 to 9,600 bps. Select one of these rates (300, 1200, 2400, 4800, and 9600 bps) to match that of the remote system or receiving unit.

DATA BITS (character length or Bits per character)
Character length refers to the number of bits required to represent a character (or data). You may select either 7 bits or 8 bits. Select "7 bits" for data communications using ASCII-compatible characters (alphanumeric and symbols) and "8 bits" for data communications using European characters and special symbols (codes "80H" to "FFH") in addition to the ASCII characters. In general, the option "7 DATA BITS" is used in the US (for example, when communicating with COMPUSERVE) and "8 DATA BITS" in Europe.

PARITY (Parity check)
Parity check is also referred to as an"odd-even check" and provides a means of checking a set of data bits for their validity by attaching a

parity bit (non-data bit) to the data. The parity bit is set to "1" or "0" so that the total number of 1's or 0's in each code expression is always even or always odd. You may select one of the NONE (no parity check), ODD (odd-parity check), and EVEN (even-parity check) options. Select "EVEN" for 7-bit data communications and "NONE" for 8-bit data communications.

STOP BITS (The number of stop bits)
In asynchronous transmission (using RS-232C interface), data bits (0's and 1's) are sent one by one over a data line. A start bit and one or two stop bits are attached to each character (7- or 8-bit data) so that the receiving device will know the beginning and end of the transmitted charater, respectively. In data communication with a PC, the number of bits is fixed to 1. You may select either 1 bit or 2 bits for this parameter. Most system use the default setting of 1 STOP BIT.

XON/XOFF (XON/XOFF flow-control protocol)
XON/XOFF flow-control protocol is also called X control or Buffer control. Most computer terminals have a buffer to receive data, from which the terminal reads data bits one by one. If the data read rate is slower than the data receive rate, the receive buffer will soon become full of data, resulting in a failure to accept all transmited data bits. With this control protocol, the terminal can automatically send a signal to the sending PC to temporarily stop the data transmission from the PC. Most systems use the default setting of XON, but with your Organizer, the initial value setting is OFF (Disable X control function).

SHIFT IN/OUT (Shift In/Shift Out)
Shift In/Shift Out controls a signal to distinguish an European character or special symbol (codes "80H" to "FFH") from an alphabetic character (ASCII character). This parameter is set only when transmitting or receiving a 7-bit data. With your Organizer, the initial value setting of this parameter is OFF (Disable SHIFT IN/OUT function).

7F CODE CONVERSION
In the ASCII Character Table (on page 203), Hex code "7F" is DEL (Delete) and Hex code "08" is BS (Back Space). Most terminals interpret the code "7F" as DEL but some take it as BS. In data communication between two terminals which differ in the code interpretation, this parameter is used to specify the code conversion

from "7F" to "08" so that the code "7F" transmitted by the sending unit (by pressing DEL) is interpreted as the code "08" at the receiving unit. With your Organizer, the initial value setting of this parameter is OFF (Disable 7F CODE CONVERSION function).

SEND LF AFTER CR and RECEIVE LF AFTER CR
These two parameters specify the way carriage returns (CR) are translated. The SEND option is used on some bulletin board and information services to send a carriage return (CR)/line feed (LF) sequence when ENTER is pressed. Normally, only a CR code is sent when ENTER is preseed. For most applications, the SEND option should be OFF. The RECEIVE option is used to compensate for some bulletin boards which only send a CR code instead of a carriage return/line feed sequence. If the received data appears on a single line and is continually overwritten by the following line, then you need to set the RECEIVE option ON. If the received data has an extra blank line between each line, set this option to OFF. With your Organizer, the initial setting value is OFF for both options.

LOCAL ECHO (Local character echo)
Echo refers to the method of displaying characters typed from the keyboard on the terminal screen. In HOST ECHO, characters typed from the terminal are first sent to the host (remote) computer and then the host returns (echoes back) the characters to the terminal for display. In LOCAL ECHO, characters typed from the terminal are displayed on its screen simultaneous with the transmission of the characters to the host. If LOCAL ECHO is set to ON with HOST ECHO enabled, the character you typed will appear double on the screen. If LOCAL ECHO is OFF with HOST ECHO disabled, nothing will appear on the terminal screen. With your Organizer, the initial value setting of this parameter is OFF (Disable LOCAL ECHO function).

DELAY TIME
Delay time is the time during which a sending unit will wait for a receiving unit after each transmission of one line of text data because some terminals need some time to read received data from the sending unit. You may set a value of 1 to 99, but the actual delay time will be your set value x 1/10 seconds (0.1 to 9.9 sec).

ASCII Character Table

Code	Dec	Hex	Code	Dec	Hex	Code	Dec	Hex
NUL	0	00	+	43	2B	V	86	56
CTRL A	1	01	,	44	2C	W	87	57
CTRL B	2	02	-	45	2D	X	88	58
CTRL C	3	03	.	46	2E	Y	89	59
CTRL D	4	04	/	47	2F	Z	90	5A
CTRL E	5	05	0	48	30	[	91	5B
CTRL F	6	06	1	49	31	\	92	5C
CTRL G	7	07	2	50	32	]	93	5D
CTRL H	8	08	3	51	33	^	94	5E
CTRL I	9	09	4	52	34	_	95	5F
CTRL J	10	0A	5	53	35	‘	96	60
CTRL K	11	0B	6	54	36	a	97	61
CTRL L	12	0C	7	55	37	b	98	62
CTRL M	13	0D	8	56	38	c	99	63
CTRL N	14	0E	9	57	39	d	100	64
CTRL O	15	0F	:	58	3A	e	101	65
CTRL P	16	10	;	59	3B	f	102	66
CTRL Q	17	11	<	60	3C	g	103	67
CTRL R	18	12	=	61	3D	h	104	68
CTRL S	19	13	>	62	3E	i	105	69
CTRL T	20	14	?	63	3F	j	106	6A
CTRL U	21	15	@	64	40	k	107	6B
CTRL V	22	16	A	65	41	l	108	6C
CTRL W	23	17	B	66	42	m	109	6D
CTRL X	24	18	C	67	43	n	110	6E
CTRL Y	25	19	D	68	44	o	111	6F
CTRL Z	26	1A	E	69	45	p	112	70
ESC	27	1B	F	70	46	q	113	71
FS	28	1C	G	71	47	r	114	72
GS	29	1D	H	72	48	s	115	73
RS	30	1E	I	73	49	t	116	74
US	31	1F	J	74	4A	u	117	75
SP	32	20	K	75	4B	v	118	76
!	33	21	L	76	4C	w	119	77
“	34	22	M	77	4D	x	120	78
#	35	23	N	78	4E	y	121	79
$	36	24	O	79	4F	z	122	7A
%	37	25	P	80	50	{	123	7B
&	38	26	Q	81	51	¦	124	7C
’	39	27	R	82	52	}	125	7D
(	40	28	S	83	53	~	126	7E
)	41	29	T	84	54	DEL	127	7F
*	42	2A	U	85	55			

About External Power Supply

When you connect the optional battery case CE-76BC to the Organizer, power can be supplied to the Organizer from the battery case. This helps minimize the use of the built-in operating batteries.

Connecting the battery case

1. Turn off the Organizer and gently pull off the rubber cover on the external power supply pin (located on the right side of the keyboard).
2. Plug the connector of the battery case into the external power supply pin.

Be sure to replace the cover of the external power supply pin when you are not using the external power supply.

- Operating time of Organizer with external power supply

Condition	With alkaline batteries	With manganese batteries
Based on continuous display at an ambient temperature of 20°C (68°F)	Approx. 330 hours	Approx. 200 hours
Based on 5-minute data search and 55-minute display per hour at an ambient temperature of 20°C (68°F)	Approx. 200 hours	Approx. 150 hours

Note: The operating time may vary depending on the type of battery or usage.

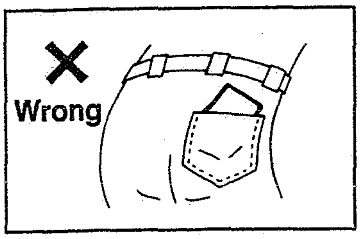
- Batteries to be used

Either of the following two types of commercially available batteries should be installed in the battery case:

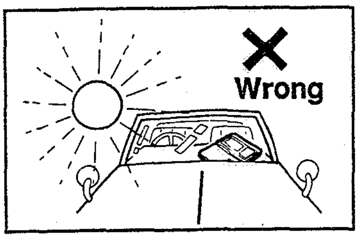
Alkaline battery (LR03 or L30) x 6
Manganese battery (AAA or R03) x 6

APPENDIXES

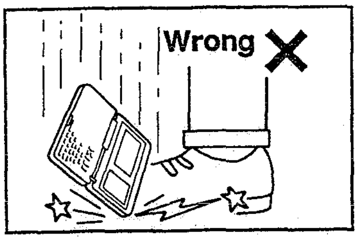
Caring for Your Organizer



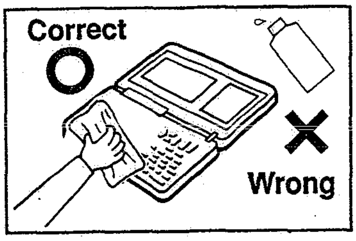
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



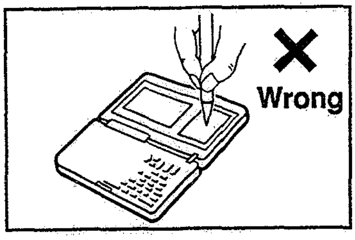
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause the unit to malfunction.



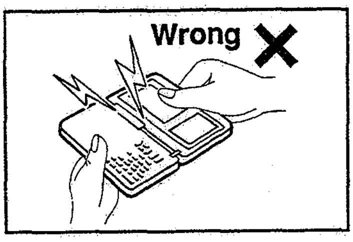
Do not drop the Organizer or allow anything to hit it.



Clean the Organizer with a soft, dry cloth and use no solvents (no paint thinner or benzine, etc.).



Do not press the keys with a sharp pointed object nor exert too much force on them.



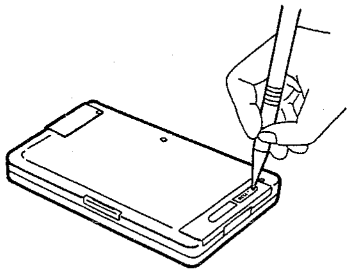
Bending the Organizer will damage the internal circuits.

Do not carry the Organizer in your pocket or bag together with a sharp or hard object, because it may scratch the Organizer.

Resetting the Organizer

When trouble occurs

An impact or a strong external electric field may clear the display and leave none of the keys operational. Press the RESET switch on the back of the Organizer.

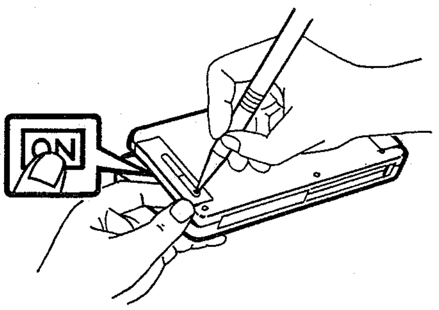


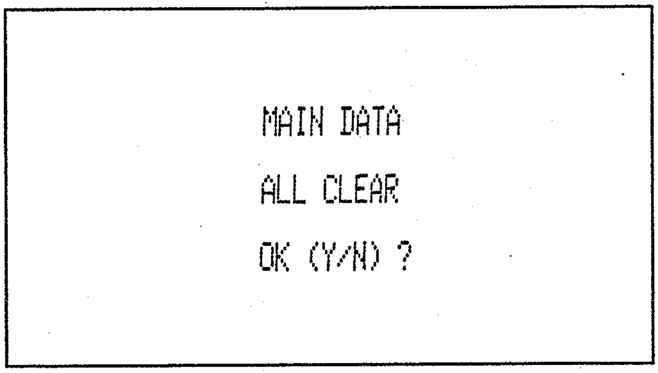
The impact or external electric field may erase some or all of the Organizer's memory.
Press the RESET switch with the tip of a ball-point pen or similar non-breakable object.

All RESET operation

If a problem occurs or if the Organizer does not function properly even after the above RESET operation, perform the following:

1. While holding ON , press and release the RESET switch on the back. Do not release ON until the display as shown below will appear. Release ON following the display.





MAIN DATA
ALL CLEAR
OK (Y/N) ?

2. Press N .

The Home clock and the HOME city are reset.

Caution: Do not press Y in step 2. Pressing Y will delete all data.

Troubleshooting

If the Organizer malfunctions, go over the following checklist before sending it out for repairs:

If. . .	Then you should...
Nothing appears on the display after you have pressed [ON] .	Set the card lock switch to the "LOCK" position. Replace the batteries. (See page 208.)
The display contrast is insufficient.	Replace the batteries. (See page 208.)
No beep sounds.	Press [SHIFT] [♪] to display " ♪ ". (See page 17.)
None of the keys functions.	Press the RESET switch. (See page 206.)
"MEMORY FULL" is displayed.	Data you attempted to store will not be stored. Delete all unnecessary data, then enter the new data.
The alarm does not sound at the set time even though it has been set.	Press [SHIFT] [🔔] to display "🔔". (See pages 60 and 151.)
The display dims while pressing a key.	Continue to use the Organizer as usual or replace the batteries. (See page 208.)

Replacing the Batteries

Batteries used in the Organizer:

Use	Type	Model	Qty
Unit operation	Lithium battery	CR2032	4
Memory backup	Lithium battery	CR2032	1

The built-in HOME clock and World clock are powered by the operating batteries.

Hints on replacing the batteries

- Do not remove both the operating and memory backup batteries at the same time. All the data stored in the memory will be lost.
- Before removing the batteries for replacement, copy important data stored in the Organizer in hard-copy form. Or save all the stored data to cassette tape(s) using the optional printer/cassette interface and a cassette recorder.
- Always replace all the four operating batteries at the same time. Do not use old batteries and new ones together.
- Use only the specified lithium batteries.
- The original batteries were factory-installed at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

Cautions

- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

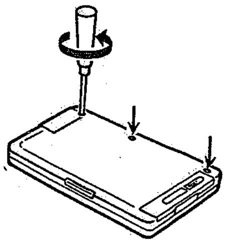
Operating batteries

When "BATT" appears on the display and the LCD becomes too dim to read, the operating batteries are depleted. Press OFF to turn the power off and then turn the power back on. If the following message appears when the power is turned on, replace all the four operating batteries immediately. If there is any IC card installed in the Organizer, be sure to remove it before replacing the batteries.

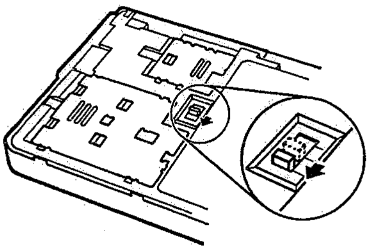
```
                < ATTENTION >

Replace the OPERATING batteries.
Before replacement read OPERATION MANUAL
```

- **How to replace the operating batteries**

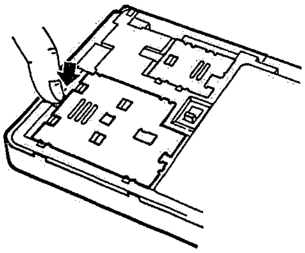
1. Press OFF to turn the power off.
2. Remove the three screws on the back of the Organizer with a Phillips screwdriver and remove the rear cover. (Fig. 1.)
3. Slide the BATTERY REPLACEMENT switch (Red) to the "Replace OPERATING batteries" position. (Fig. 2.)
4. Push the battery cover lock to unlock it. (Fig. 3.)
5. Remove the battery cover.
6. Remove the old batteries using a ball-point pen. (Fig. 4.)



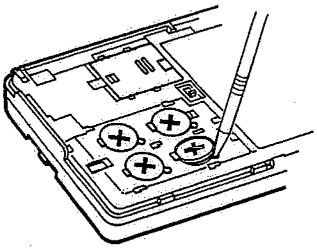
(Fig. 1)



(Fig. 2)

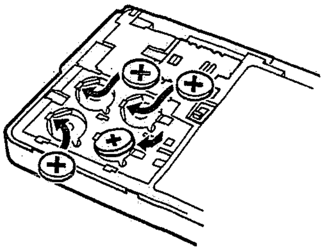


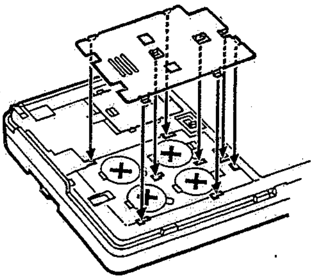
(Fig. 3)

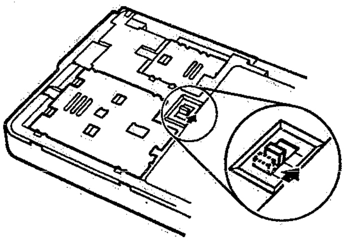


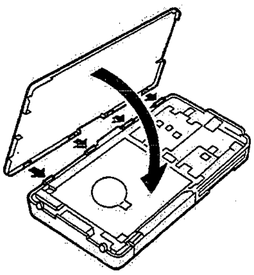
(Fig. 4)

7. Insert the four new batteries with the positive side of each battery facing up. (Fig. 5.)
8. Replace the battery cover and secure it by sliding it to lock. (A click sounds when it is locked.) (Fig. 6.)
9. Slide the BATTERY REPLACEMENT switch back to the "Normal Operation" position. (Fig. 7.)
   The power will not turn on if the BATTERY REPLACEMENT switch is not returned to this position.
10. Reattach the rear cover with the three screws. (Fig. 8)
11. Press ON to turn the power on.
   Note: With the card lock switch in the "RELEASE" position, the power will not turn on even if ON is pressed. Make sure the card lock switch is in the "LOCK" position.
   If the power still does not turn on, repeat the above steps.
12. Set the HOME city, the date, and the time for the HOME clock (refer to the Setting the Home Clock on page 30).


(Fig. 5)


(Fig. 6)

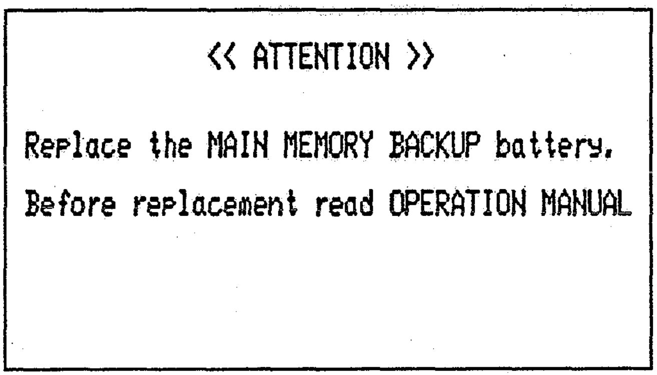

(Fig. 7)


(Fig. 8)

Memory backup battery

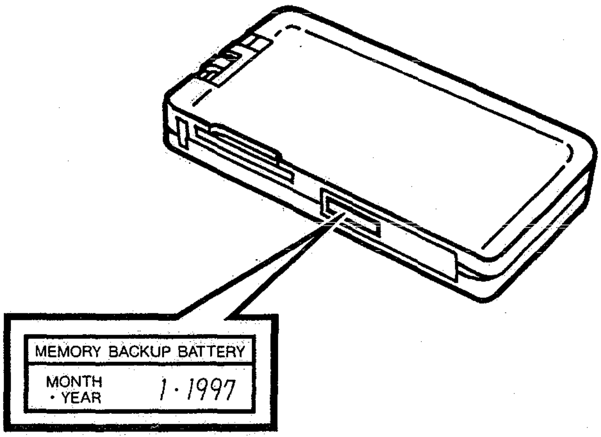
The memory backup battery in your Organizer has an effective life of about five years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses.

Replace the memory backup battery every 5 years, or when the following message appears.



```
<< ATTENTION >>

Replace the MAIN MEMORY BACKUP battery.
Before replacement read OPERATION MANUAL
```

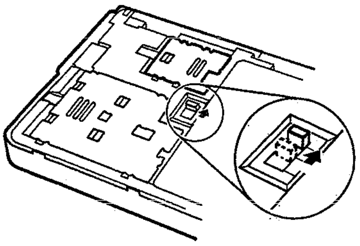
When you replace the memory backup battery, write down the date on the label of the Organizer so you will know when to replace the battery next time.



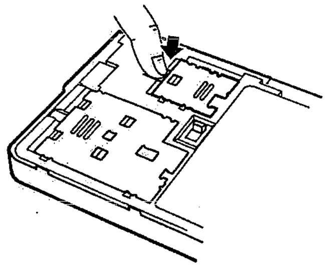
When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace these before replacing the memory backup battery. If you replace the memory backup battery while the operating battery is depleted, all of the data in the memory will be lost.

• How to replace the memory backup battery

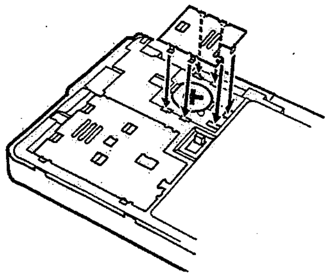
1. Press $\boxed{\text{OFF}}$ to turn the power off.
2. Remove the three screws on the back of the Organizer with a Phillips screwdriver and remove the rear cover.
3. Slide the BATTERY REPLACEMENT switch (Red) to the "Replace MEMORY backup battery" position. (Fig. 1)
4. Push the battery cover lock to unlock it. (Fig. 2)
5. Remove the battery cover.
6. Remove the old battery using a ball-point pen.
7. Insert the new battery with its positive side facing up.
8. Replace the battery cover and secure it by sliding it to lock. (A click sounds when it is locked.) (Fig. 3)
9. Slide the BATTERY REPLACEMENT switch back to the "Normal Operation" position. (Fig. 4)
   The power will not turn on if the BATTERY REPLACEMENT switch is not returned to this position.
10. Reattach the rear cover with the three screws.
11. Press $\boxed{\text{ON}}$ to turn the power on.
    If the power still does not turn on, repeat the above steps.



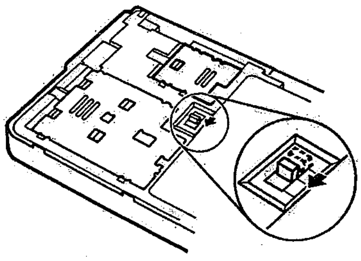
(Fig. 1)



(Fig. 2)



(Fig. 3)



(Fig. 4)

Specifications

Model	OZ-8000/OZ-8200
Product name	Electronic Organizer
Display	240 x 64 dot matrix liquid crystal display 40 columns x 8 lines (with 6 x 8 dot characters) 30 columns x 4 lines (with 8 x 16 dot characters)

Electronic notebook section

Telephone function	Entry and recall of three standard fields (name, phone number, and address) plus five free fields
Schedule function	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function, display of daily and weekly events
Calendar function	Display of calendars from January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments
Anniversary & Period function	Entry and recall of anniversaries and periodic events
Business Card function	Entry and recall of 8 standard fields (company name, department, phone number, fax number, office address, personal name, position, and extension/direct call number) plus five free fields
Outline Processor function	Creation of outline files, entry and recall of topics
Memo function	Entry and recall of everyday memos Memo data calculation function

Memory capacity	OZ-8000 64K bytes (User area: Approx. 46K bytes) Schedule mode capacity: Approx. 750 entries, each consisting of up to 32 characters Telephone mode capacity: Approx. 1,070 entries, each consisting of 16 characters for name field and 12 for number field Memo mode capacity: Approx. 330 entries, each consisting of up to 128 characters OZ-8200 128K bytes (User area: Approx. 110K bytes) Schedule mode capacity: Approx. 1,820 entries, each consisting of up to 32 characters Telephone mode capacity: Approx. 2,590 items, each consisting of 16 characters for name field and 12 for number field Memo mode capacity: Approx. 820 entries, each consisting of up to 128 characters These capacities only apply when all the available memory has been committed to a single function.

Maximum character string length per data	Maximum 2,048 characters (With OUTLINE mode, up to 2,048 characters per topic) Maximum 2,088 characters (only in BUSINESS CARD mode)
Other features	Secret function, user dictionary, data transfer, seek search, index display, Help function, etc.

Calculator

Digits	10
Functions	Addition, subtraction multiplication, division; constant, square root, percent, memory calculation, estimation

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance per day, 1.5 seconds (at 25°C/77°F)
Contents of displays	Year, month, day, day of the week, hours, minutes, AM/PM, city names, time zone on world map
Time system	12-hour and 24-hour clock
World clock function	Display of date and time for the world's cities. Enable/disable control for daylight savings time display function

Common

Power	Main power supply: 6 V ⎓ DC lithium batteries (CR2032 x 4) Memory backup power: 3 V ⎓ DC lithium battery (CR2032 x 1)
Power consumption	0.12 W

Operating time	The time may vary slightly depending on usage. • Approx. 150 hours Based on continuous display at an ambient temperature of 20°C (68°F). • Approx. 95 hours Based on for 5-minutes data search and 55-minutes display per hour at an ambient temperature of 20°C (68°F) • Approx. 1.5 years With the Organizer OFF and the clock running • Memory backup battery life: Approx. 5 years (if operating batteries are replaced promptly when exhausted) Approx. 1 year (if operating batteries are exhausted or not installed)
Operating temperature	0° to 40°C (32° to 104°F)
Outline dimensions	
Open	179(W)x194(D)x11.3(H)mm 7-1/32"(W)x7-5/8"(D)x7/16"(H)
Closed	179(W)x97(D)x19.8(H)mm 7-1/32"(W)x3-13/16"(D)x3/4"(H)
Weight	Approx. 290 g/0.64 lb (including batteries)
Accessories	Lithium batteries (CR2032), Operation manual, Protection card

LIST OF WORLD CITIES

No.	City	Country	Hours from GMT
1	KABUL	AFGHANISTAN	+4 1/2
2	TIRANA	ALBANIA	+1
3	ALGIERS	ALGERIA	+1
4	LUANDA	ANGOLA	+1
5	BUENOS AIRES	ARGENTINA	–3
6	ADELAIDE	AUSTRALIA	+9 1/2
7	ALICE SPRINGS	AUSTRALIA	+9 1/2
8	BRISBANE	AUSTRALIA	+10
9	BROKEN HILL	AUSTRALIA	+9 1/2
10	CANBERRA	AUSTRALIA	+10
11	DARWIN	AUSTRALIA	+9 1/2
12	MELBOURNE	AUSTRALIA	+10
13	PERTH	AUSTRALIA	+8
14	SYDNEY	AUSTRALIA	+10
15	VIENNA	AUSTRIA	+1
16	NASSAU	BAHAMAS	–5
17	AL MANAMAH	BAHRAIN	+3
18	DHAKA	BANGLADESH	+6
19	BRUSSELS	BELGIUM	+1
20	PORTO-NOVO	BENIN	+1
21	HAMILTON	BERMUDA	–4
22	THIMBU	BHUTAN	+6
23	LA PAZ	BOLIVIA	–4
24	GABORONE	BOTSWANA	+2
25	BRASILIA	BRAZIL	–3
26	MANAUS	BRAZIL	–4
27	RIO DE JANEIRO	BRAZIL	–3
28	SAO PAULO	BRAZIL	–3
29	SOFIA	BULGARIA	+2
30	OUAGADOUGOU	BURKINA FASO	GMT
31	BUJUMBURA	BURUNDI	+2
32	PHNOM PENH	CAMBODIA	+7
33	YAOUNDE	CAMEROON	+1
34	EDMONTON	CANADA	–7
35	HALIFAX	CANADA	–4
36	MONTREAL	CANADA	–5
37	OTTAWA	CANADA	–5
38	REGINA	CANADA	–6
39	SAINT JOHN	CANADA	–4
40	ST. JOHN'S	CANADA	–3 1/2
41	TORONTO	CANADA	–5
42	VANCOUVER	CANADA	–8
43	WINNIPEG	CANADA	–6
44	BANGUI	CENTRAL AFRICA	+1
45	N'DJAMENA	CHAD	+1
46	SANTIAGO	CHILE	–4
47	BEIJING	CHINA	+8
48	BOGOTA	COLOMBIA	–5
49	MORONI	COMOROS	+3
50	BRAZZAVILLE	CONGO	+1
51	SAN JOSE	COSTA RICA	–6
52	HAVANA	CUBA	–5
53	PRAGUE	CZECHOSLOVAKIA	+1
54	COPENHAGEN	DENMARK	+1
55	SANTO DOMINGO	DOMINICAN REP.	–4
56	QUITO	ECUADOR	–5
57	CAIRO	EGYPT	+2
58	SAN SALVADOR	EL SALVADOR	–6
59	ADDIS ABABA	ETHIOPIA	+3
60	NANDI	FIJI	+12
61	HELSINKI	FINLAND	+2
62	TAHITI	FR.POLYNESIA	–10
63	PARIS	FRANCE	+1
64	CAYENNE	FRENCH GUIANA	–3
65	LIBREVILLE	GABON	+1
66	BERLIN	GERMANY, F.R. *1	+1
67	FRANKFURT	GERMANY, F.R.	+1
68	ACCRA	GHANA	GMT
69	ATHENS	GREECE	+2
70	AGANA	GUAM	+10

No.	City	Country	Hours from GMT	No.	City	Country	Hours from GMT
71	GUATEMALA CITY	GUATEMALA	–6	111	MAPUTO	MOZAMBIQUE	+2
72	CONAKRY	GUINEA	GMT	112	YANGON	MYANMAR	+6 1/2
73	GEORGETOWN	GUYANA	–3	113	AMSTERDAM	NETHERLANDS	+1
74	PORT AU PRINCE	HAITI	–5	114	NOUMEA	NEW CALEDONIA	+11
75	TEGUCIGALPA	HONDURAS	–6	115	AUCKLAND	NEW ZEALAND	+12
76	HONG KONG	HONG KONG	+8	116	MANAGUA	NICARAGUA	–6
77	BUDAPEST	HUNGARY	+1	117	NIAMEY	NIGER	+1
78	REYKJAVIK	ICELAND	GMT	118	LAGOS	NIGERIA	+1
79	NEW DELHI	INDIA	+5 1/2	119	OSLO	NORWAY	+1
80	JAKARTA	INDONESIA	+7	120	MUSCAT	OMAN	+4
81	TEHRAN	IRAN	+3 1/2	121	KARACHI	PAKISTAN	+5
82	BAGHDAD	IRAQ	+3	122	PANAMA CITY	PANAMA	–5
83	DUBLIN	IRELAND	GMT	123	PORT MORESBY	PAPUA N.GUINEA *2	+10
84	TEL AVIV	ISRAEL	+2	124	ASUNCION	PARAGUAY	–4
85	ROME	ITALY	+1	125	LIMA	PERU	–5
86	ABIDJAN	IVORY COAST	GMT	126	MANILA	PHILIPPINES	+8
87	KINGSTON	JAMAICA	–5	127	WARSAW	POLAND	+1
88	TOKYO	JAPAN	+9	128	LISBON	PORTUGAL	GMT
89	AMMAN	JORDAN	+2	129	SAN JUAN	PUERTO RICO	–4
90	NAIROBI	KENYA	+3	130	BUCHAREST	ROMANIA	+2
91	SEOUL	KOREA	+9	131	KHABAROVSK	RUSSIA	+10
92	KUWAIT	KUWAIT	+3	132	MOSCOW	RUSSIA	+3
93	VIENTIANE	LAOS	+7	133	ST.PETERSBURG	RUSSIA	+3
94	BEIRUT	LEBANON	+2	134	KIGALI	RWANDA	+2
95	MASERU	LESOTHO	+2	135	RIYADH	SAUDI ARABIA	+3
96	MONROVIA	LIBERIA	GMT	136	DAKAR	SENEGAL	GMT
97	TRIPOLI	LIBYA	+1	137	FREETOWN	SIERRA LEONE	GMT
98	LUXEMBOURG	LUXEMBOURG	+1	138	SINGAPORE	SINGAPORE	+8
99	ANTANANARIVO	MADAGASCAR	+3	139	MOGADISHU	SOMALIA	+3
100	LILONGWE	MALAWI	+2	140	JOHANNESBURG	SOUTH AFRICA	+2
101	KUALA LUMPUR	MALAYSIA	+8	141	BARCELONA	SPAIN	+1
102	BAMAKO	MALI	GMT	142	CANARY IS.	SPAIN	GMT
103	NOUAKCHOTT	MAURITANIA	GMT	143	MADRID	SPAIN	+1
104	PORT LOUIS	MAURITIUS	+4	144	COLOMBO	SRI LANKA	+5 1/2
105	ACAPULCO	MEXICO	–6	145	KHARTOUM	SUDAN	+2
106	HERMOSILLO	MEXICO	–7	146	PARAMARIBO	SURINAME	–3
107	MEXICO CITY	MEXICO	–6	147	STOCKHOLM	SWEDEN	+1
108	TIJUANA	MEXICO	–8	148	ZURICH	SWITZERLAND	+1
109	ULAN BATOR	MONGOLIA	+8	149	DAMASCUS	SYRIA	+2
110	CASABLANCA	MOROCCO	GMT	150	DAR ES SALAAM	TANZANIA	+3

No.	City	Country	Hours from GMT
151	BANGKOK	THAILAND	+7
152	LOME	TOGO	GMT
153	PORT OF SPAIN	TRINID.& TOB. *3	–4
154	TUNIS	TUNISIA	+1
155	ANKARA	TURKEY	+2
156	ABU DHABI	U.A.EMIRATES *4	+4
157	KAMPALA	UGANDA	+3
158	LONDON	UNITED KINGDOM	GMT
159	MONTEVIDEO	URUGUAY	–3
160	ALBUQUERQUE	USA *5	–7
161	ANCHORAGE	USA	–9
162	ATLANTA	USA	–5
163	BALTIMORE	USA	–5
164	BIRMINGHAM	USA	–6
165	BOSTON	USA	–5
166	CHARLOTTE	USA	–5
167	CHICAGO	USA	–6
168	CINCINNATI	USA	–5
169	CLEVELAND	USA	–5
170	COLUMBUS	USA	–5
171	DALLAS	USA	–6
172	DENVER	USA	–7
173	DETROIT	USA	–5
174	HONOLULU	USA	–10
175	HOUSTON	USA	–6
176	INDIANAPOLIS	USA	–5
177	JACKSONVILLE	USA	–5
178	KANSAS CITY	USA	–6
179	LAS VEGAS	USA	–8
180	LOS ANGELES	USA	–8
181	LOUISVILLE	USA	–5
182	MEMPHIS	USA	–6
183	MIAMI	USA	–5
184	MILWAUKEE	USA	–6
185	MINNEAPOLIS	USA	–6
186	NASHVILLE	USA	–6
187	NEW ORLEANS	USA	–6
188	NEW YORK	USA	–5
189	NORFOLK	USA	–5
190	OKLAHOMA CITY	USA	–6
191	OMAHA	USA	–6
192	PHILADELPHIA	USA	–5
193	PHOENIX	USA	–7
194	PITTSBURGH	USA	–5
195	PORTLAND	USA	–8
196	SALT LAKE CITY	USA	–7
197	SAN ANTONIO	USA	–6
198	SAN DIEGO	USA	–8
199	SAN FRANCISCO	USA	–8
200	SEATTLE	USA	–8
201	ST.LOUIS	USA	–6
202	TAMPA	USA	–5
203	WASHINGTON	USA	–5
204	CARACAS	VENEZUELA	–4
205	HANOI	VIET NAM	+7
206	ADEN	YEMEN	+3
207	SANAA	YEMEN	+3
208	BELGRADE	YUGOSLAVIA	+1
209	BUKAVU	ZAIRE	+2
210	KINSHASA	ZAIRE	+1
211	LUSAKA	ZAMBIA	+2
212	HARARE	ZIMBABWE	+2

Notes:

- Greenwich Mean Time is the standard for calculating time around the world. For summer time (daylight savings time), set the clock ahead one hour.
- Certain countries will be abbreviated on the display as follows:

*1	GERMANY, F.R.	Federal Republic of Germany
*2	PAPUA N.GUINEA	Papua New Guinea
*3	TRINID. & TOB.	Republic of Trinidad and Tobago
*4	U.A. EMIRATES	United Arab Emirates
*5	USA	United States of America

- "YANGON" (City) and "MYANMAR" (Country) shown as No. 112 in the World cities list were formerly called "RANGOON" and "BURMA", respectively.
- Country and city names in the World cities list and the time differences of the WORLD clock are as of January 1992.

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VORSICHT

Übermäßigen Druck auf dem Display vermeiden. Dadurch kann es zu Beschädigungen oder zur Verschlechterung der Anzeigequalität kommen.
Bitte stecken Sie dieses Gerät nicht in die Hosentasche, da es beim Bücken oder Sitzen beschädigt werden kann.

AVISO

No someta la pantalla a tensiones excesivas dado que podría dañar o disminuir su calidad de visualización.
No lleve este producto en el bolsillo trasero de los pantalones ya que podría romperse al doblarlo o al sentarse.

ATTENZIONE

Evitare sollecitazioni eccessive sul display, perché altrimenti lo si può danneggiare o deteriorarne la qualità.
Non portare questo prodotto nella tasca posteriore dei pantaloni, perché potrebbe rompersi quando ci si piega o siede.

TCAUK1003PCZZ

SUPPLEMENT TO THE OZ-8000/OZ-8200 OPERATION MANUAL

1. Conditions under which data on an OZ-8000 series Organizer can be used on an OZ-7000 series Organizer

   ① UNIT TO UNIT function:
   The entries stored in the MEMO, TEL, and SCHEDULE modes can be transferred but with the following restrictions:

   ○ Maximum number of characters that can be displayed and edited

MEMO mode:	Entries ≦ 512 characters
TEL mode:	Entries ≦ 507 characters

   The entries exceeding the above character length limit for each mode can be displayed on any of the OZ-7000 series units. However, these entries cannot be edited.

   SCHEDULE mode: Entries ≦ 512 characters

   The entries exceeding the above character length limit can be neither displayed nor edited on any of the OZ-7000 series units.

   ○ Maximum number of characters that can be transferred per entry

MEMO mode:	Entry ≦ 1,474 characters
TEL mode:	Entry ≦ 1,461 characters
SCHEDULE mode:	Entry ≦ 1,414 characters

   In the transfer of a single entry, if you attempt to transfer the entry exceeding the above character length limit, an error message "MEMORY FULL" will appear.

   ② RAM CARD function
   The entries stored in the RAM card (MEMO, TEL, and SCHEDULE modes) can be used but with the following restrictions:

   ○ Maximum number of characters that can be displayed and edited

MEMO mode:	Entries ≦ 512 characters
TEL mode:	Entries ≦ 507 characters

   The entries exceeding the above character length limit for each mode can be displayed on any of the OZ-7000 series units. However, these entries cannot be edited.

   SCHEDULE mode: Entries ≦ 512 characters

   The entries exceeding the above character length limit can be neither displayed nor edited on any of the OZ-7000 series units.

2. OZ-791A/792A Organizer Link
   When uploading data from the OZ-8000 series Organizer to a PC using the OZ-791A or OZ-792A, there are the following restrictions:

   ○ Entries up to 512 characters can be transferred. Entries exceeding 513 characters will be ignored and thus will not be transferred.

   ○ None of the FREE FIELD entries stored in the TEL mode can be transferred.

   ○ None of the entries stored in the OUTLINE or BUSINESS CARD mode can be transferred.

   ○ ANN1 or ANN2 entries in the ANN (PERIOD) mode can be handled the same as with the OZ-7000 series.

3. When applying the RAM card (in an almost Memory Full condition) used in an OZ-7000 series Organizer to an OZ-8000 series Organizer, there are the following restrictions:
   - ○ If the CARD key is pressed in the OUTLINE or BUSINESS CARD mode, a message "MEMORY FULL" will appear and thus the CARD function cannot be used.
   - ○ In the TEL mode, no NAME entry for any of the free fields can be stored (on the CARD side).

4. Caution required when Secret mode is ON in the Terminal mode
   - ○ The Remote function with MODEM LINK will not work.

5. With the OZ-8000 series Organizers, the OZ-709A Organizer Talk cannot be used.

6. With the main memory of the Organizer being full of data, any of the entries stored in the BUSINESS CARD mode cannot be edited. (If you delete or overwrite part of an entry in the EDIT mode and press ENTER, a message "MEMORY FULL" will appear and the edit operation cannot be performed. The entry will remain the same as before the edit operation.)

7. If you install the RAM card used in an OZ-8000 series Organizer in an OZ-7000 series unit and check the card memory capacity, the capacity of free areas may not be correctly displayed.

30 DAY WARRANTY

ELECTRONIC ORGANIZER LIMITED WARRANTY

Sharp Electronics Corporation warrants to the first consumer purchaser, for a period of 1 year from the date of purchase, that this electronic organizer ("the Product") will be free from defective workmanship and materials, and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof at no charge to the purchaser for parts or for labor.

This warranty does not apply to any appearance items of the Product, any consumable items such as paper, ink ribbon, or batteries supplied with the Product, or to any equipment or any hardware, software, firmware, or peripheral other than the Product. This warranty does not apply to any Product the exterior of which has been damaged or defected, which has been subjected to misuse, abnormal service or handling, or which has been altered or modified in design, construction or interfacing.

In order to enforce the rights under this limited warranty, the purchaser should mail, ship, or carry the Product, together with proof of purchase, to a Sharp Consumer Factory Service Center. To find out the location of the nearest Sharp Consumer Factory Service Center, see the last page of this book.

The limited warranty described above is in addition to whatever implied warranties may be granted to purchasers by law. To the extent permitted by applicable law, ALL IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR USE ARE LIMITED TO A PERIOD OF 1 YEAR FROM THE DATE OF PURCHASE. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described above, or to extend the duration of any warranties beyond the time period described above on behalf of Sharp Electronics Corporation.

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